

## Customer Service Rep at Artisans Waterfront Gallery

**Background:** Artisans Waterfront is a cooperative made up of between 40-50 juried artists and artisans from PEI. We sell many types of high quality art and other items. The Gallery is located on the waterfront marina in Montague, PEI. Volunteer members run the Gallery which is open from mid-June to October.

For more information on Artisans Waterfront, please see our website at [www.artisanswaterfront.ca](http://www.artisanswaterfront.ca), our Facebook page - <https://www.facebook.com/Artisanswaterfront> or on Instagram - <https://www.instagram.com/artisanswaterfront/>

### Job Description: Customer Service Rep

As Sales Assistant, it is expected that you will interact with Artisans Waterfront members and customers to provide support to running the Gallery. As the Gallery is run by a group of volunteers, you will receive guidance and mentorship from artists and artisans with different responsibilities.

Tasks for this position include the following:

- Greet customers and explain about Artisans Waterfront
- Process sales
- Assist with inventory
- Assist with display
- Ensure Gallery is tidy, clean and meets public health standards
- Answer phone calls

Start Date: July 04th

End Date: August 26 (8 weeks)

Salary: \$14.70 per hour for 35 hours a week.

### How to apply:

You must be between the ages of 15-30 to apply. You do not need to be a student.

Please send your resume and a covering letter detailing the experience and skills you would bring to the position as well as two references to [artisanswaterfront@gmail.com](mailto:artisanswaterfront@gmail.com) with "attn: Summer Employment" as subject. **Please apply by June 10<sup>th</sup>.**