

ABIDE A WHILE

GARDEN BOUTIQUE



Position: Full Time Point of Sale (POS) Administrator

Salary: Commensurate with experience and knowledge

Benefits: Paid Vacation, Holidays, Sick Time, 401K, generous employee discount, yearly bonus potential

Reports To: Finance Manager

Job Overview

The POS Administrator will join our locally owned business and be part of the management team that helps the business operate efficiently.

The POS Administrator will provide innovative thinking and assistance to the management team and the business owners and be dedicated to the culture, success and growth of the business. The POS Administrator will be solely responsible for the company's Point of Sale System. This includes the integrity of the data and all hardware and software maintenance, internal support, vendor support, documentation, reporting and inventory.

Responsibilities and Duties

- Responsible for the ultimate integrity of the POS, ensuring the overall function of the system for a variety of users
- Maintain the accuracy and consistency of information by owning, creating and implementing policies and procedures related to the system, including configuration of new POS hardware and user account setup/maintenance
- Work together with company staff and managers to help verify and account for the

accuracy of the POS data and information

- Analyze available data to ensure reasonable accuracy levels, monitor consistency of data collection processes, and use various software tools to develop and communicate conclusions regarding sales data that helps drive business decisions
- Identify and resolve POS issues with vendor and internal teams, communicate status/outcomes
- Develop a written Procedures Manual for day to day operations
- Manage the Customer Connect email program that captures customer information at checkout to create customized emails based on purchase history
- Provide training and usage assistance to staff on the POS, including providing general troubleshooting for staff as it relates to the POS
- Serve as the representative to POS vendor at the direction of the Finance Manager and Store Manager
- Coordinate updates and general operations with our software providers, IT company, Cash Team Leader, Store Manager and other appropriate departments
- Collaborate with managers and owners to provide ideas and suggestions for improvements, upgrades and advancements that will add value and efficiency to the business

Knowledge and Skills

- High School Diploma or equivalent education & experience
- 5 years management experience working in an administrative, retail or other service industry
- Operational Insight: ability to interpret data, identify opportunities, and provide recommendations to improve revenue, profit, and customer shopping experience.
- Proven track record of increased responsibilities
- Analytic mindset and good problem-solving skills
- Highly organized and responsible
- Confidence working under pressure
- Excellent verbal and written communication skills
- Strong Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Publisher)

- Accounting software, NCR-Counterpoint software
- Ability to learn other software as required and as an opportunity to increase skills and knowledge

Work Environment

- Involves working inside an office environment, a retail merchandise space, an indoor/outdoor greenhouse and an open outdoor landscape plant area, proving a change of pace and scenery

Hours of Work

- 40 hours per week Monday – Friday. Occasional Saturday work during the busy seasons of spring and holiday. Business is closed on Sundays

ABOUT ABIDE-A-WHILE GARDEN BOUTIQUE

We are a locally owned business in the heart of Mount Pleasant with a proven track record of 60+ years of increased growth, visibility, and opportunity. Our company's culture is rooted in trust, integrity and professionalism and we make it a point to use good judgment, fairness, and common sense to meet our daily challenges. You'll find our teams consists of talented, dedicated people who share our enthusiasm and sense of pride.

APPLICATION INSTRUCTIONS

All applicants are asked to complete a company application and submit it to Abide-A-While Garden Boutique / 1460 Highway 17 North / Mount Pleasant, SC 29464. Upon review of application, eligible applicants will be contacted to schedule an interview. You may: (1) download company application from our website, <http://abideawhile.com>, or (2) pick up one at our location during business hours. EOE/DFWP/Background checks are required.