

# **Allegro Music Center – JOB POSTING**

## **JOB TITLE:**

Customer Service & Sales Associate



## **RESPONSIBILITIES:**

- Greet customers who come into the store, ascertain their needs and either assist them or direct them to the right salesperson or section of the store.
- Answer the telephone and respond to inquiries, or route calls as needed.
- Data entry of instruments, accessories and sheet music titles into inventory system.
- Stock instruments and accessories; file sheet music in browsers.
- Process instrument rentals and returns.
- Operate the cash register.
- Perform other assigned duties as needed.
- Qualified applicants will be given priority to be a music instructor at Allegro School of Music. Lessons are during business hours and allow the employee to teach while at work and earn higher income.

## **SKILLS & QUALIFICATIONS:**

- Must be bilingual and able to converse in English and Spanish with a strong focus on customer service.
- Must possess a professional telephone manner, positive attitude, with excellent communication and interpersonal skills.
- Dependable, self-motivated individual with the ability to multi-task, while staying organized and maintaining attention to detail.
- Proven problem solving, analytical and decision making skills.
- Knowledge of computers and the requisite computer skills to be able to operate the store's Point-of-Sale (cash register) and Inventory systems.
- Competence within a Windows environment and proficiency in Microsoft Office programs a plus.
- Retail experience and knowledge of music is helpful, but not necessary.
- High school diploma or equivalent required.

## **COMPANY INFO:**

Allegro Music Center, the largest independent music store in Miami, services the metro Miami music community of students, music teachers, and professional musicians. Specializing in everything from sheet music to musical instruments and accessories, the opportunity to work at Allegro Music – a family owned and operated store – offers a pleasant working environment in an informal and comfortable, yet professional atmosphere.

## **HOW TO APPLY:**

Please note that this position is for a **full-time** Customer Service Associate. Interested candidates can either drop off their resumes in person at Allegro Music Center located at 6869 SW 8th St., Miami, FL 33144 or e-mail their resume in PDF or Word format to Phil Berberian at [phil@allegromusiccenter.com](mailto:phil@allegromusiccenter.com).