



Custom Picture Framer/Sales Associate Part-time

Overview: Fort Worth-based custom frame shop is looking for a part-time custom picture framer/sales associate. We are a small, family-owned business located in Southwest Fort Worth. Experience in custom picture framing and/or retail sales is a plus, but we are willing to train the right candidate. Applicants must be able to work every Friday and Saturday from 8:15 am – 5:30 pm, with the possibility of working additional and alternate days during the training period. This position has the potential to grow to half-time and then full-time for the right candidate.

Job Description: The role of a custom framer/sales associate is to greet and interact with customers, educate them on how custom framing works, provide ideas and guidance for selection of materials, generate pricing based on their selections, make the final sale, and then create/build the item sold in the most cost effective and efficient way. This role is also responsible for ordering and stocking materials, maintaining and using the equipment, keeping the store clean, and performing other various operational tasks as outlined below.

Responsibilities and duties include but are not limited to the following:

- Greeting and interacting with customers in a pleasant and positive way
- Assisting customers with the selection of materials for their custom framing job
- Generating pricing based on materials selected and present that to the customer
- Making the sale or adjust the pitch, if needed
- Opening and closing the store
- Handling money, batching credit card reports
- Keeping the store clean – vacuuming, dusting, sweeping, cleaning the kitchen and bathrooms, taking out the trash
- Maintaining clean and organized inventory
- Maintaining the equipment
- Ordering materials
- Cutting and building frames
- Cutting mats and building mats
- Cutting and installing glass

Qualifications include but are not limited to the following:

- Knowledgeable about all things related to custom framing (and willing and eager to learn new things related to the field)
- Knowledgeable about art (and willing and eager to learn new things related to the field)
- Personable
- Professional (in both attitude and appearance)
- Accountable
- Consistent and reliable
- Proficient in technology
- Proficient in math skills, measuring, planning and problem solving
- A natural aptitude for building and creating things with your hands
- The ability to use power tools and heavy equipment
- Results-oriented
- Customer-focused
- Detail-oriented
- Organized
- Willing to pitch in wherever needed
- Honest
- Responsive
- Resourceful
- Timely
- Accurate and precise
- Well-written
- Well-spoken
- Tough
- Mature
- Energetic
- Enthusiastic
- Highly focused

Applicants should apply by emailing their resume and a list of at least three business-related references to wendy@kenscustomframes.com. Compensation is based on experience (\$10-\$12/hour). Benefits for *full-time employees* include paid time off, bonuses, dental and vision insurance, and store discounts. All employees – part-time and full-time – are eligible for staff perks such as chair massages and staff lunches. We also feature a casual dress code and fun work environment.