Job Description

POSITION: AOMA Herbal Medicine Sales Associate/Herbalist
SUPERVISOR(S): Director of Retail, General Manager, Assistant Manager
SUPERVISES: N/A

GENERAL DESCRIPTION:
- Part-time position (13+- hrs/wk) responsible for daily tasks associated with dispensing herbs, filling formulas, and maintaining clean standards in the AOMA Herbal Medicine herb room
- Must be available to work at South store on Mondays from 10am-6pm and at the North store on Tuesdays from 8:45am-2pm

DUTIES:
- Provide excellent customer service.
- Utilize POS system correctly and efficiently.
- Prepare raw, herbal and patent formulas for customers, as prescribed by licensed practitioners.
- Purchase and procure herbs and acupuncture products, services, supplies and equipment.
- Maintain patient formula records and other vital information to properly assist patients.
- Clean, stock and display merchandise attractively.
- Participate in mandatory quarterly store inventories.
- Understand and follow all policies and procedures outlined in AOMA Herbal Medicine safety manuals.
- Comply with all federal, state, and local healthcare and safety laws and regulations, including OSHA.
- Comply with privacy laws and regulations such as HIPAA and FERPA.
- Have a positive, teamwork attitude that helps to create a fun working environment.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS:
- Currently enrolled student at AOMA, in good academic and financial standing, eligible for Federal Work Study
- Knowledge of using a POS system (cash register), preferred.
- Good working knowledge of products, promotions.
- Great customer service and sales skills.
- Knowledge of herbs and herbal formulas. Must have completed Introduction to Herbs, Single Herbs, Herbal Formulations 1, 2 & 3, as well as the Herbal Safety course to be considered for this position.
- Excellent communication skills
- Strong interpersonal skills, and ability to take initiative, pay attention to details, prioritize, and handle multiple projects simultaneously
- Computer literate in Microsoft Office – Word, Excel, Outlook

PREFERRED REQUIREMENTS:
- Knowledge of acupuncture and Oriental medicine
- Texas Licensed Acupuncturist or graduate working towards licensure.
- Prior retail experience
- Point of Sale (POS) experience

PHYSICAL REQUIREMENTS
- Travel as necessary
- Attend events where standing may be required for several hours at a time
- Walking, stooping, kneeling, crouching, reaching and twisting as needed
- Occasionally moves/transport, lifts up to 25 pounds (over 25 pounds with assistance)
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses
- Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

3/30/2012