

## Consignments manager Pearl & Birch Wedding Consignments

### Who we are

Pearl & Birch Wedding Consignments is a bridal boutique that connects former Prairie brides to future Prairie brides. We are the only store of our kind in the prairies, and we offer in addition to consignment alterations, customization and dry cleaning at the most modest price. Alongside operating an ethical business, we have designed a space that is comfortable, elegant and inspiring. It is important to understand we do not « sell cheap dresses », nor are we a thrift shop. We are part of an important movement towards greener businesses, community oriented economies and keeping it local, which organically makes our prices the best out there!

### Vision

To foster a community of conscious consumers and educate brides (and other dress seekers!) on the benefits of buying local and previously loved.

### Skills & Profile

We are looking for a respectful, punctual individual who is extremely well organized and detail oriented. You have exceptional communication skills and can explain consignment contracts to consignors, as well as negotiate and educate consignors on profitable pricing (don't worry, we'll train you on this!). You are a highly reliable and honest individual with set hours in the shop for appointments, database maintenance, contract renewals and communications with consignors can be done from home or at the shop at hours that are convenient for you!

### Tasks

- Organize and maintain consignor contracts
- Update consignor database
- Create and manage marketing campaigns to attract consignors and move inventory (time permitting)
- Evaluate according to market value and accept consignor items
- Identify and source shop needs (ie wedding dress, occasion dress, bridesmaid dresses, specific shoe colours...)

### Qualifications

- 2-3 years retail or customer service experience
- Good understanding of excel and word
- Excellent written and oral communications skills (English)
- Bridal shop experience a considerable asset

### Hours & Pay

Part time, permanent position, about 20 hours per week, starting at 13\$/hour + commission. If you would like full time hours please indicate this in your email application. This is a perfect opportunity for someone looking to get involved in the recycled/upcycled industry, cares about the environment, and is working on their own projects! Hours are to be negotiated with the successful candidate, as much of the work can be done from home.

We are a fun loving, easy going shop with big dreams. If you're a hard worker, want to be rewarded for your efforts, and know how to have fun, we would love to hear from you! Please send your resume to [hello@pearlandbirch.com](mailto:hello@pearlandbirch.com) with the subject title « I want all the dresses! ». No need for a cover letter, just tell us a little bit about yourself and why you would like to work with us in the email!

We can't wait to hear from you!