

# Floor Associate (Part-Time • In-Person) 3 Roles

**Job Overview:** Floor Associates are responsible for day-to-day customer service and maintaining the overall appearance and function of the retail space. They staff the central checkout as needed, assist customers in locating products and kiosks, help restock and “face” shelves in anchor areas, support quick cleanup and basic upkeep, and provide on-the-ground feedback about customer needs and vendor activity. These roles are scheduled in staggered shifts to ensure consistent coverage throughout operating hours and will be evaluated each quarter based on growth and store needs.

## Responsibilities

- Greet and assist customers in a friendly, professional manner.
- Help customers find specific products, kiosks, and services within the store.
- Staff the central checkout as needed, following cash-handling and POS procedures.
- Restock shelves in anchor areas and help maintain clean, organized, well-faced displays.
- Support quick cleanup tasks (e.g., wiping surfaces, picking up items, managing small spills) to keep the space safe and welcoming.
- Communicate recurring customer questions or issues to the Operations Lead and leadership team.
- Coordinate with vendors on small, day-to-day needs (e.g., directions, simple questions about store procedures) while upholding Paradigm Place standards.

## Compensation & Schedule

- **Hourly Rate: \$20.00 per hour**
- Part-time, staggered shifts to ensure coverage during store hours
- Role will be reviewed quarterly based on:
  - Store growth and traffic
  - Performance and reliability
  - Evolving operational needs

## How to Apply

### To apply, please submit:

- Your resume (or brief work history)
- A short statement or cover letter explaining: Why you’re interested in working at Paradigm Place, any customer service or retail experience you have, and your general availability (days/times).

Send materials to: [pgteam@paradigmglobalinnovations.com](mailto:pgteam@paradigmglobalinnovations.com) with the subject line:

**“Application – Floor Associate, Paradigm Place – [Your Name]”**

**Deadline:**  
**Jan 9, 2026.**