



The Little Shop of Magic is a leading hobby-market retailer of board games, collectible card games, roleplaying games, and other tabletop games. In business since 1994, the company features full-service brick-and-mortar and online stores and is dedicated to retailing and events execution within the tabletop gaming industry.

Position Available: APPRENTICE

The Little Shop of Magic seeks a qualified individual to fill a part-time Apprentice position in our store in Las Vegas, Nevada.

Job Description

Apprentice responsibilities include, but are not limited to, the following:

- Handle point of sale operations accurately and efficiently in a fast-paced environment.
- Providing excellent customer service, with genuine enthusiasm, without losing focus on sales .
- Process brick-n-mortar special orders by creating layaways, identifying product availability and creating new SKUs accurately and efficiently.
- Ensuring that all front-of-house areas (including areas not open to the public, but necessary for front-of-house operations) are kept organized and clean at all times.

Candidate Requirements

Ideal candidates should demonstrate the following qualities:

- Is reliable, punctual and maintains the ability to fill work shifts on short notice.
- Is enthusiastic about his work environment and products sold.
- Has a positive can-do attitude, works well with others and is able to infect our clients with a passion for the hobby.
- Displays a sense of loyalty and commitment to his organization and fellow team members at all times.
- Communicates effectively with fellow team members and ensures appropriate and prompt delegation of higher level tasks as needed.
- Has strong analytical and problem solving abilities.
- Attentive to details.
- Understands company marketing principles and is able to quickly identify and provide product information for clients.
- Is able to handle distractions without losing focus.
- Good computer skills including the ability to efficiently navigate the Internet and work with Microsoft Word and Excel.
- Ability to use independent judgment and discretion while performing duties with minimal or no supervision.
- Good knowledge of the products we sell and the ability to learn quickly about them.

- Ability to diplomatically disengage from patrons when necessary.

Outstanding applicants should also be hard-working, self-motivated, easy to get along with, and enthusiastic about learning more about the game industry.

Compensation

The Apprentice position at the Little Shop of Magic is an hourly paid position which may be supplemented by an annual bonus based on company performance and the representative's part in achieving said performance.

Average weekly hours for this position are 8-16.

The Little Shop of Magic provides access to health and dental insurance, along with a employee discount plan and paid vacation hours for full-time associates.

To Apply

To apply for this position, email Brooke Rutledge at shop@shopofmagic.com, with the subject line "Apprentice Application". Submissions should contain the following attachments:

- A cover letter (Word or pdf format).
- A resume (Word or pdf format).
- A completed [employment application form](#) (Word/pdf format or digital scan).
- A completed [availability form](#) (Word/pdf format or digital scan).

Employment application forms can be obtained by following the links above.

Please do not call or visit to follow up on your application: we will contact qualified applicants for interviews within 2 weeks of receipt.

Other Information

Our retail operation is located at 4160 S Durango Dr #120 - Las Vegas, NV – 89147.

Candidates not living within commuting distance of this location must be willing relocate if an offer of employment is extended.

All applicants must be able to legally work within the United States.

We will continue to accept and review applications until the position(s) are filled.

The Little Shop of Magic is an equal opportunity employer.