

# Virginia Harp Center

14356 Sommerville Court Midlothian, VA 23113 | [www.vaharpcenter.com](http://www.vaharpcenter.com)



## **Opportunity Available: Full Time Assistant Manager**

The Virginia Harp (VHC) is a company based in Midlothian, Virginia that offers its employees a friendly working environment and competitive pay.

VHC is looking for someone with an outgoing personality and positive attitude to help run our store on a daily basis. The successful candidate would be expected to work 33 hours per week (Tues-Fri 10-5 and Sat 10-3). Responsibilities include all aspects of customer service, assisting in local and regional events, helping with day to day store operations and maintaining social media and the website.

### **Requirements:**

- Completed college degree
- Background in music preferred but not required
- Demonstrated communication and interpersonal skills
- Excellent customer service skills
- Ability to multitask
- Prior retail experience preferred but not required
- Knowledge of Word, Excel, Adobe Photoshop, and QuickBooks
- Experience with social media
- Comfortable lifting up to 45lbs
- Valid driver's license with an acceptable safe driving record

### **Virginia Harp Center's Mission:**

We are dedicated to serving the needs of our customers by providing:

A memorable experience through consistently unmatched customer service;  
A diverse inventory of the highest quality instruments to fit every harpist's need;  
The accessories necessary for a harpist to maintain and enjoy his or her instrument;  
A friendly staff of industry experts.

### **Our Vision:**

To become the industry leader in customer service while continuing profitable growth through our collective dedication to our mission and core values.

**How to Apply:** Candidates can send their cover letter and resume to David at [david@vaharpcenter.com](mailto:david@vaharpcenter.com)

