



Job Title: Special Events Associate

Job Summary:

Scent the Moment is a candle boutique located in downtown McDonough, GA. We sale our uniquely blended soy wax candles, soy melts, diffusers, bath & body products, and fragrant tools. We also host special events and participate in festivals throughout metro-Atlanta. We are looking for **3-5 Special Event Associations** to support in-store events and festivals. This role involves coordinating with internal teams, vendors, and clients to ensure seamless execution of events that align with the brand image and objectives of the boutique.

Responsibilities:

- Implement creative ideas and enhancements to elevate the customer experience during events and make recommendations for improvement.
- Provide exceptional customer service to event attendees, addressing inquiries, and ensuring their needs are met.
- Collect feedback from customers and stakeholders to identify areas for improvement and future event ideas.
- Collaborate with the sales team to drive product sales during events through promotions, demonstrations, and cross-selling opportunities.
- Assist with event set-up/ tear-down, clean-up, and restocking of products before and after events.
- Prepare post-event reports summarizing key metrics, feedback, and lessons learned.
- Assist in other administrative duties as needed.

Qualifications:

- Strong organizational skills with attention to detail.
- Excellent communication and interpersonal abilities.
- Creative thinker with the ability to generate innovative ideas for events and promotions.
- Familiarity with point-of-sale (POS) system and other technology.
- Basic math and accounting skills necessary for handling transactions.
- Ability to stand for extended periods and lift merchandise weighing up to 35 pounds.

Additional Requirements:

- A passion for candles, home decor, and creating memorable experiences for customers.
- Ability to work well under pressure and adapt to changing priorities in a fast-paced environment.
- Knowledge of current trends in event planning, marketing, and retail industry.
- Experience in photography/videography is a plus.
- Willingness to travel occasionally for off-site events

Join our team at the Candle Boutique and be part of creating enchanting experiences for our valued customers while showcasing our exquisite candle collections. Apply by sending a resume to scntthemoment@gmail.com. In the subject line include **Special Events Assoc.** and in the body of message share why this position would be a good fit for you.