



# DEPARTMENT ASSISTANT

## SUIT & TUX RENTALS

### HOW TO APPLY

Scan the QR Code below and apply today!

Or visit the website below:  
[suitsunlimited.net/employment](https://suitsunlimited.net/employment)

You may also bring a resume and apply in person at 5406 Menaul Blvd. NE, Mon-Sat 11am-5pm.

No phone calls please.



We are looking for energetic individuals who are interested in the men's clothing industry and who are very customer service oriented. Suits Unlimited has been in the menswear business since 1971. We are still here today because of our exceptional customer service, quality products, and guarantee for a perfect fit.

### JOB DESCRIPTION

Responsible for:

- Maintaining a clean and orderly rental department
- Administrative tasks as needed by the Rental Manager
- Perform inventory inspections and reports as needed
- Checking & sorting returned rentals
- Building orders and fitting them onto customers
- Ordering rental garments and replacements as needed
- Participate in occasional wedding shows
- Maintaining the highest standard of customer service
- Building relationships with the customers served
- A willingness to learn or expand knowledge on men's suits and suit furnishings, men's tailoring, and menswear accessories

### REQUIREMENTS

- Must have High School Diploma or GED
- Friendly, confident, and outgoing personality
- Moderate Computer and Tablet skills
- Some knowledge in men's clothing a plus
- Are reliable and punctual
- General math skills & computer skills
- Can start immediately in a part-time position
- Available for shifts Thursdays through Sundays

### BENEFITS

- Excellent Pay
- Employee Discounts

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*"Success is the sum of small efforts, repeated day in and day out." – Robert Collier*

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