

Employment Opportunity

Position: Cashier / Sales Associate – Summer Student
Company: MDC Supply o/a Great North Builder's Supplies
Duration: 8-10 Weeks
Location: Moosonee, ON
Closing Date: June 26, 2024



Position Overview:

We are seeking an energetic person, with a great work ethic who wants to be a part of a team that creates value for its regional customers and First Nation owners. As the Cashier / Sales Associate you play a key role in overall customer buying experience.

The Sales Associate / Cashier Trainee will report directly to the Store Manager. The ideal candidate has knowledge of building materials and hardware products, and possesses excellent interpersonal skills, key analytical, communication / negotiation, and numerical skills to respond to customer purchases inquiries. Working with the customer to understand their needs and offering solutions, with support from other store staff.

This position will be responsible for effectively responding to customers needs and ensuring their purchasing experience is positive from initial contact to receipt of their goods. Other duties include receiving and expediting orders, records, and inventory management.

Key Responsibilities:

- Greet customers and take initiative to understand their needs.
- Recommend, select, and help locate the right merchandise.
- Answer customer queries (instore and phone) regarding the store and the merchandise.
- Accurately enter all cash, credit card and charge account transactions on the POS terminal.
- Verifying the cash float at the beginning of the cashier's shift.
- Provide receipt to customers for all transactions entered in the POS system.
- Process cash, credit card and charge account credits if approved by management.
- Bag or package purchases.
- Stay current with sales prices.
- Recognize and monitor security issues.
- Arrange, price and display merchandise.
- Keep cash counter and merchandise areas tidy.
- Attend store meetings as required by store management.
- Assume other duties as assigned by store manager.

Qualifications:

- Must be enrolled in or a recent graduate of a Secondary or Post Secondary Institution
- knowledge of customer service principles and processes.
- Good understanding of "retail best practices".
- Punctuality and a professional work ethic are a must.
- Excellent interpersonal, communication, numerical and organizational skills.
- Proficient computer skills, specifically experience with a POS / Inventory Management Systems is preferred.
- Heavy lifting up to 50lbs.
- Proficiency in the Cree language is considered an asset.

How to apply:

Submit resume and cover letter, quoting Competition #2024-13, no later than 11:59pm on June 30, 2024 to greatnorthmanager@mushkegowuk.ca.