

Position: Retail Customer Service Rep

Permanent Part-time Position

Business Revenue & Services Department, North Vancouver, BC

Posted: January 11, 2012 Posting Closes: February 2, 2012



Human Resources
SQUAMISH NATION
Chen Chen Stway Human Resources

This entry level service position is responsible for selling retail related products to membership and the general public. The incumbent performs basic duties according to well-defined policies and procedures. The incumbent reports to the Retail Management Team and/or the assigned employee in charge (e.g. CSR02). The position requires flexibility of schedule (days/weekends) and work locations (Lower Mainland/Squamish Valley).

Typical Duties & Responsibilities:

- Operates store according to procedure.
- Provides service.
- Stocks merchandise.
- Cleans, sweeps and keeps tidy, buildings and properties.
- Completes duties associated with inventory.
- Adheres to workplace health & safety policies, safe work practices and procedures.
- Participates as a member of Retail Operations and Business Revenue & Services teams.

Education, Level of Experience & Hiring Requirements:

- Completion of Grade 12 or GED.
- Plus minimum of Three (3) months directly-related experience in the majority of specialties listed in the job description including selling retail products, stocking merchandise, etc. Experience may include work related assignment from the Squamish Nation on call pool.
- As career progresses, will be required to upgrade in order to obtain a Customer Service or Retail Management Certificate or Diploma.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to relating to WHIMS, merchandising, First Aid, etc.
- Experience as a basic user of Internet and Microsoft Office Applications (2003-2007) – Outlook (Email), Word, Excel, etc.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Must be willing to work all retail divisions in both the Lower Mainland and Squamish Valley.
- Must have a valid BC Driver's License Class 5 (Class 7N may be considered), reliable vehicle and current auto insurance. May consider candidates that have access to reliable transportation or who are willing to obtain a BC Driver's License and vehicle within a set timeframe at the time of hiring.
- Must travel as required.
- Must be able to work split shifts, evening and weekends as required.
- Must provide a valid Criminal Records Check.
A combination of education and relevant work experience may be considered for above education and experience.

Salary: As per Squamish Nation Performance & Compensation Strategy.

Send Application To: Stephanie Nahanee
Human Resources
336 West 4th Street
North Vancouver, BC
V7M 1J1

Application Must Include:

- Cover Letter **&** Resume
- 3 letters of reference from direct supervisors
- Official copies of school records

No faxes will be accepted

Or Email: hr@squamish.net

ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW