

Employment Opportunity
April 27, 2022
Samson Native Gallery – Store Assistant
LAKE LOUISE, AB

Summary

The Store Assistant is responsible for implementing the overall day to day procedures of Samson Native Gallery. This includes but is not limited to the selling, promoting, inventory of products and general maintenance of the business. The Store Assistant of Samson Native Gallery will report directly to the Business Manager of Samson Native Gallery.

Duties & Responsibilities:

- Daily cash/ debit/credit transactions
- Daily store upkeep: vacuums, wash floors, take out trash, etc.
- Periodic store maintenance: cleaning windows/ shelves/ phones etc.
- Restock Inventory as needed
- Assist with the in-house marketing of products and displays
- Assist in the reordering of inventory as authorized
- Inventory of merchandise in Point of Sale (POS) system.
- Complete daily deposits
- Regularly go to bank to get change and make deposits
- Regularly go to post office to send/ receive mail & parcels
- Ensure proper inventory mark-ups are followed and enforced
- Daily cash & debit machine reconciliation
- Answer phone, trouble shoot & direct call appropriately
- Assist customers in making purchases/answer questions
- Rotate displays regularly
- Gift wrap items for customers when requested
- Provides input in store merchandise purchases
- Assist in purchasing/ordering/receiving/pricing of inventory and controlling related documents
- Accounts payable/receivable
- Any other related duties as directed by the business manager

Working Conditions

This position is situated in a climate-controlled store. Hours of work will vary from season to season.

Qualifications

- High School Diploma, GED, or Post-Secondary
- Previous experience in sales and customer service is an asset
- Valid Driver's License and transportation is an asset.
- Any combination of the above will be considered

Employment Opportunity

This is a **Temporary Part-Time** position. here is a three-month probationary period for this position. Continued employment is dependent upon successful completion of the probationary period.

Wage Expectations: Negotiable

Closing Date: May 13, 2022

Interested persons are requested to submit a resume by mail, personally, email or fax to:

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