



QUILAKWA INVESTMENTS LTD

COME JOIN OUR TEAM WE ARE LOOKING FOR QUALIFIED STORE CLERKS / CASHIERS

Job Description

Quilakwa Investments is a subsidiary of Splatsin Development Corporation, an economic development corporation wholly owned by Splatsin, the southernmost tribe of the Secwepemc Nation. We operate Indigenous-owned businesses in the tourism and retail sector, in Enderby, BC. Our foundation of approach is to support the economic independence of the Splatsin Nation, provide employment opportunities for the community, and offer top-notch service to patrons throughout the North Okanagan and Secwepemc Nation. At Quilakwa Investments, we believe in work-life balance, growing rewarding careers, and the highest standards of practice. Come join our Team!

Key Responsibilities of the Role

Reporting to the Store Manager, the Store Clerk will be responsible for customer service, cash management, Inventory management, site maintenance, and store merchandising. A Store Clerk is required to complete the following duties and responsibilities, obtain, and maintain the required certifications, and assist in store operations, including but not limited to:

Customer Service – Greet and assist all patrons, provide a positive experience for all.

Cash Management – complete transactions on various POS systems, provide change, cash cheques, process electronic payments, complete Purchase Orders, etc.

Inventory Management – stocking product, checking expiry dates, ordering, and receiving, blocking, and facing, conduct regular inventory counts, etc.

Site Maintenance – Complete custodial duties, such as sweeping, mopping, dusting, cleaning bathrooms, beverage dispensers, counters, windows, etc.

Store Merchandising – Ensure all shelves are stocked, create, and maintain displays, ensure price tags are displayed.

Health & Safety – Attend regular H&S meetings, maintain necessary certifications, etc.

Teamwork – Attend regular Staff meetings, cooperate with co-workers.

Sale of Age-Restricted products – Tobacco, Lottery, Fireworks.

This is a key-holder position and you must be available to open and close the store.

If you are a reliable, team player that enjoys a dynamic work environment, and an opportunity to share your skills and talents, we would like to hear from you.

Please forward your resume to human.resources@splatsindc.com or drop by Quilakwa Canco and hand in your resume to a cashier or store manager!

Pursuant to section 16 of the Canadian Human Rights Act preference may be given to applicants of aboriginal ancestry.



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Job Types: Full-time, Permanent

Salary: From \$17.50 per hour

Day range:

- Holidays

Shift:

- 8 hour shift
- Day shift
- Night shift