

## WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



## EMPLOYMENT OPPORTUNITY CUSTOMER SERVICE REPRESENTATIVE

**FT/PT Position:** 1 Casual / On-Call Position

**Location:** Wabigoon Lake Ojibway Nation, ON

**Reports To:** Wabigoon Lake Community Store (WLCS) Operations Manager

**Closing Date:** open until filled

**Summary:** The Customer Service Representative will provide customer service during the day-to-day store operations.

### Duties:

- Provide customer service in a prompt, friendly, and professional manner.
- Responsible for the opening and closing of the store as required.
- Be willing and able to perform all duties of the Cook and Janitor in times of need.
- Assist with the end of day till counts.
- Responsible to stock and replenish goods and supplies as needed.
- Operation of Debit/Credit card processing terminal.
- Ensure accurate data is entered into Point of Sale (POS) system.
- Keep work areas clean and tidy.
- Check and clean the bathrooms as per the established schedule.
- Notify the WLCS Operations Manager and/or WLCS Assistant Manager of any issues or concerns.
- Assist the Shift Supervisor and Inventory Control Clerk as needed.
- Perform daily fuel dips and pump reads at beginning and end of each shift.
- Attend staff meetings as required.
- Attend any required pre-employment training and ongoing training as requested.
- Other relevant job duties as assigned by the WLCS Operations Manager.

### Qualifications:

- Able and willing to work flexible hours, including evenings and weekends.
- Prior experience in a retail environment is an asset.
- Experience working with the general public.
- Ability to work with minimal supervision and in a fast-paced environment.
- Must be friendly, courteous, and respectful.
- Ability to take and follow directions.
- Must be able to work as part of a team.
- Must be bondable and able to provide a current Criminal Records Check.
- Must be willing and able to adhere to strict confidentiality guidelines and code of ethics.
- Must be extremely detail-oriented, organized, and able to perform under pressure.
- Must be punctual, reliable, and dependable.
- Must be willing to submit to workplace drug testing.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: [humanresources@wlon.ca](mailto:humanresources@wlon.ca)

**WE THANK ALL APPLICANTS FOR APPLYING; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**