

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

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 Community Store

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

Closing Date: December 30, 2022

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 an updated cover letter, resume, and three (3) references (with permission to contact) by:
Friday, December 30, 2022 at 4:00 p.m.

Applications can be submitted by e-mail 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

LATE APPLICATIONS WILL NOT BE ACCEPTED.

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