

POSTING NO.: ESSF#1359

AFFILIATION: CSU 52

EMPLOYMENT OPPORTUNITY

TITLE: ASSISTANT MANAGER – EXHIBIT GIFT SHOP
Temporary Full Time: May 18, 2018 – November 6, 2018

POSITION SUMMARY:

Under the direction of the Gift Shop Manager, the Assistant Manager – Gift Shop is responsible to supervise and train cashiers and to ensure customers receive prompt and courteous service. This individual will also facilitate sales transactions to customers in a friendly and positive manner and will answer inquiries about the gift shop and provide general facility information. In conjunction with the Gift Shop Manager, the Assistant Manager – Gift Shop will assist with inventory control, scheduling of staff and approving customer refunds.

DUTIES:

- Sales Transactions - Responsibilities include initiation and completion of all sales transactions. This includes greeting customers, providing information and cash and credit transactions.
- Cash Handling – Processing all transactions as they occur, always using the correct cash handling procedures. Ensuring that transactions are processed efficiently and accurately. Balancing end of day sales transactions and float reconciliation. Reviews sales transactions of cashiers for accuracy.
- Stock – Ensure all displays are adequately stocked and advising Gift Shop Manager of items to be re-ordered.
- Staff – As directed by the Gift Shop Manager this individual will provide instruction and training to new cashiers in procedures related to the Gift Shop and assist Gift Shop Manager with scheduling.
- Provide leadership to staff in the exhibit areas.
- Assumes full responsibility of the Manager in their absence.
- Gate Admission and Exhibit Entrance coverage as required
- Other duties as required.

KNOWLEDGE AND ABILITIES:

- Excellent customer service skills.
- Must be able to work independently.
- Outgoing personality
- Team player
- Organized individual
- Motivated to succeed
- Excellent verbal and written communication

QUALIFICATIONS:

- Retail and inventory control experience an asset.
- Credit card processing/POS experience
- Previous supervisory experience.
- Previous cash handling experience.
- Experience with retail display.



✉ WWW.TWOSE.CA

📍 11211 142 STREET NW
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☎ 780-452-9100

Note: A Security Clearance Check is a condition of employment for successful candidates. Must be completed prior to commencement of work and is the financial responsibility of the candidate.

HOURS: MUST BE AVAILABLE WEEKDAYS, EVENINGS AND WEEKENDS (including stat holidays)
37.5 hrs per week based on operational needs

SALARY: \$16.38 to \$20.10 per hour as per the 2016 Collective Agreement

OPENING DATE: April 16, 2018

CLOSING DATE: April 23, 2018

APPLY TO: TELUS World of Science – Edmonton
11211 142 Street NW, Edmonton, AB T5M 4A1
Attention: Human Resources
or e-mail: hr@twose.ca

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