



BIGSTONE STORE LTD.

Employment Opportunity

Cashier

Bigstone Cree Nation is seeking a motivated individual to fill the required role of cashier. They will operate the cash register, assist customers, and perform basic janitorial duties. The cashier will be the main customer-facing position for Bigstone Store Ltd., and as such they will be expected to embrace the store's culture and goals. Customer service and retail experience is considered an asset but is not a requirement for the position as training will be provided.

Responsibilities and Duties:

- Handle cash and credit transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds, and lottery tickets
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Resolve customer complaints, guide them and provide relevant information
- Bag items carefully
- Greet customers when entering or leaving establishment
- Cleanup at the end of every shift

Qualifications:

- Ability to effectively communicate both in oral and written form;
- Excellent interpersonal and public relations skills;
- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Ability to understand and speak Cree is an asset;
- Must be bondable – a valid criminal record check is required;

Submit Cover Letter and Resume, Three work related references & Current Criminal Record Check & Vulnerable Sector check in confidence to:

Kelsey L. Gladue, Bigstone Store Operations Manager
Box 960 Wabasca, AB. T0G 2K0
Email: Kelsey.l.gladue@gmail.com
Fax: (780) 891-3888

This Employment Opportunity will remain open until September 28, 2020

Thank you in advance to all of the applicants. Only applicants that meet the criteria will be contacted for an interview.