

Career Opportunity



POSITION: Agro Clerk – Part-Time (Temporary)

DEPARTMENT: Farm and Home Centre – Agro

WAGE SCHEDULE: \$15/h

LOCATION: Farm and Home Centre

- RESPONSIBILITIES:**
1. Provide information, assistance and service to customers which will promote the sale of agro merchandise to meet the needs and requirements of the customer
 2. Ensure that the sales floor merchandising area is properly stocked with merchandise in accordance with the Co-op's policies and maintain spreadsheet and data entry of Agro products
 3. Ensure both indoor and outdoor housekeeping duties are being followed, including cleaning of bins, shelves, displays and warehouse areas, sweeping floors as required, removal of empty containers
 4. Stock shelves, counters and display areas with merchandise as required and advise Supervisor of special or out-of-stock merchandise requested by customers
 5. Maintain a constant alert against the unauthorized removal of merchandise and assist the supervisor with ordering and maintaining inventories in accordance with Co-op's policies
 6. Become familiar with all products handled and to be alert to new product information so as to be able to properly inform members & customers, and pass that information on to all staff. Must have good product knowledge of Farm Supplies
 7. Build shelves; assemble products, display units etc., as required.
 8. Must have good Co-op image, appearance, and attitude and be responsible at work and in the community and perform opening and closing of the store as needed.
 9. Perform other duties as assigned

REQUIREMENTS:

- Grade 12 diploma or equivalent
- Excellent interpersonal and communication skills
- Basic knowledgeable in agricultural and livestock equipment and products.
- Proficient using computers and Microsoft office
- **Must have valid driver's license**
- Agriculture experience would be an asset
- Reliable, self-motivated and organized and Ability to work in a team environment

**A COMBINATION OF RELEVANT EDUCATION AND EXPERIENCE MAY BE CONSIDERED.*

REPORTS TO: FARM AND HOME CENTRE MANAGER: Mike May

DEADLINE: April 15, 2022

TO APPLY: Submit your resume to pccoophr@telus.net

If you require additional information, please contact:

Jazmín Andino
Home Office Ext. 403.627-2667 Ext.126

Authorization: Mike May

Date: April 1, 2022

Employees interested in the above position are to inform their immediate supervisor of their intentions, **before** they approach the contact person.