



EMPLOYMENT OPPORTUNITY

NEYASKWEYAK GROUP OF COMPANIES INC.

BEAR PAW TRADING POST CLERK

SUMMARY:

Neyaskweyahk Group of Companies Inc. (NGCI) is currently accepting applications for a highly motivated individual to fill a Clerk position. The successful applicant will be reporting directly to the Manager. This position will be responsible to assist in the day-to-day operation of the Bear Paw Trading Post business to improve service and company profitability. This includes inventory management of all general merchandise. Other responsibilities include the overall management of image, standards, implementation and adherence to company programs, policies, and procedures.

Applicants with previous cashier and customer service experience in Arts and Crafts will be considered an asset.

QUALIFICATIONS:

1. General understanding of Indigenous Artisan techniques and products
2. Minimum 1 year experience in a retail position
3. Ability to work flexible schedule.
4. Some financial and cash management background
5. Excellent Interpersonal and Communication Skills
6. Work independently on routine tasks and as part of a team.
7. Organized with the ability to multitask and prioritize in a fast-paced environment.
8. Must have a Class 5 driver's license and reliable transportation.
9. Must be Trustworthy.
10. Cash handling is a very important task.
11. Loyalty and commitment to work schedule is required.
12. Attention to detail in tasks is critical.
13. Willing to sign an Honesty Declaration and Oath of Confidentiality.

DEADLINE: OPEN UNTIL SUITABLE CANDIDATE FOUND

**Interested persons are requested to submit the following:
A Cover Letter, Resume, 2 References, and a Criminal Record Check.**

APPLY TO:

Tara Tisdale-Vaudry, Manager – Bear Paw Trading Post
Email: tara@bearpawtradingpost.ca Fax: (780) 361-1957
Deliver in person.

Or

Tricia Wildcat, VP Operations - NGCI
Email: tricia@ngcinc.ca Fax: (780) 585-0721

***** Incomplete Applications will be screened out *****