



EMPLOYMENT OPPORTUNITY WITH SASKATOON CO-OP

Position: Building Materials Clerk

Deadline: August 31, 2011

Responsibilities:

- To come to work with a positive, professional approach and attitude
- To be dependable for all scheduled shifts
- To actively approach customers in a friendly and helpful manner offering help and service as may be required and to actively and aggressively sell merchandise handled by the Home Centre with primary emphasis on building material lines
- To open and close the Home Centre as directed by the Unit and/or Merchandising Manager
- To supervise and train staff in the general operation of assigned sections, as directed by the Unit Manager and/or Merchandising Manager
- To review and act on various P.O.S. reports as they pertain to the section and as directed by the Merchandising Manager
- To become familiar with all lines of merchandise handled in the Home Centre and to constantly maintain a high level of product knowledge
- To provide estimates for customers' building projects and to actively and aggressively sell merchandise from such estimates
- To assume responsibility for a designated section of the sales floor including merchandising, inventory levels, and orderings and ensure that the section meets or exceeds association standards
- To be familiar with and adhere to all Saskatoon Co-op policies and procedures
- To perform other duties as assigned

Qualifications:

- Must be strongly service oriented, motivated, and capable of serving and assisting customers in a courteous and efficient manner
- Must be prepared to increase product knowledge and improve selling techniques through special courses, product clinics and training sessions
- Must possess Junior Estimating Certificate or equivalent
- Must possess sufficient knowledge of Hardware and Building materials in order to effectively operate in all areas of the department
- Must possess a minimum of two to four years experience in Hardware and Building Materials

If you are interested in this job posting please apply to Saskatoon Co-op Human Resources, located upstairs in the Avenue C Home Centre (311 Circle Dr. West).

