



**KTUNAXA  
NATION**

*We invite you to apply for the position of...*

## **RETAIL CLERK for Skinquç Treasures**

### **TRADITIONAL KNOWLEDGE & LANGUAGE**

#### **PERMANENT POSITION Part-Time**

#### **POSITION:**

This position serves customers by providing retail sales support and customer service; maintaining an inviting environment; and demonstrating the Ktunaxa values of helpfulness and collaboration.

#### **DUTIES AND RESPONSIBILITIES:**

- Prepare the store for opening to the public, maintain security and secure the store at closing
- Greeting customers in a professional and polite manner
- Answer telephone and directing calls or messages to the appropriate staff when needed
- Perform necessary housekeeping functions (vacuum, dust, cleaning glass on display cases and windows, etc.)
- Overall retail store operations, including use of point-of-sale systems (POS), maintaining merchandise displays, following cash management procedures and monitoring cash over/under and inventory shrinkage daily
- Complete daily paperwork and data entry in a timely manner
- Have the physical ability to perform all duties of a store cashier
- Identify and resolve customer needs in a timely and professional manner
- Communicate and perform all price change requests and mark downs/ups
- Adhere to merchandising and vendor policies and procedures
- Adhere to all permitting and license regulations
- Follow safety and security procedures pertaining to the store
- Assist with social media marketing and promotional ideas to help increase store traffic and sales
- Assist in business development and growth efforts for retail centre
- Identify current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements

#### Physical Demands and Work Environment

- Ability to lift or move up to 50 pounds

#### **QUALIFICATIONS:**

##### **Academic Preparation**

Grade 12 or any satisfactory equivalent combination of experience, education and training, which demonstrates the ability to perform work, described.

##### **Required Skills, Knowledge and Experience**

- 1-2 years of retail or customer relations experience
- Ability to meet, communicate both orally and in writing; deal courteously with the public, volunteers and fellow employees
- Ability to use a computer for sales and POS system

- An interest in the history of the Ktunaxa Nation
- Passion for Ktunaxa past, present and future is a MUST
- Outstanding customer service skills
- Clean and professional appearance
- Respectful sense of humour
- Positive and enthusiastic attitude
- Acute time management skills
- Dependable
- Openness to learning and implementing Ktunaxa values
- A criminal record check will be required

*Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on the job training may be considered. Preference will be given to qualified candidates of Ktunaxa ancestry*

Please submit your cover letter and resume to:

**Human Resources Manager  
Ktunaxa Nation Council  
PO 7825 Mission Road  
Cranbrook, BC V1C 7E5  
KNC-HR@ktunaxa.org  
Fax: (250) 489-2438**

**CLOSING DATE: OPEN UNTIL FILLED**

*We thank those who apply; however, only those selected for an interview will be contacted.*