

Job Posting: Junior Office Clerk (part-time)



You're at home here.

As a Junior Office Clerk with Tofino Co-op, you are responsible for providing accounting and administrative support to the Office Manager. This includes processing member applications, guiding visitors, members, and fellow employees to the appropriate department. You will be working in a professional, community orientated environment and be dealing directly with the public answering phones and performing reception duties.

Duties & Responsibilities:

- Come to work with a positive, professional approach and attitude
- Be dependable for all scheduled shifts
- Provide outstanding, courteous customer service to internal team members and customers
- Answer inquiries and resolve customer complaints
- Direct any employee with complaints or concerns brought to you to the appropriate Department Manager to handle
- Review Administrative E-mails for PO's
- Responsible for balancing cash drawers and reconciliation of sales report for each location.
- Count, balance and replenish Grocery Lottery and Balance and replenish Gas Bar Lottery
- Separate charge accounts receipts, file and assist in Monthly Statement preparation.
- Promote memberships by encouraging individuals to buy a share in the Tofino Co-op
- Be familiar with and adhere to all Tofino Co-op policies and procedures
- Contribute to the team in living the Corporate Values of Integrity, Excellence, and Responsibility
- Other duties as assigned

Qualifications:

- A secondary school diploma is preferred
- Previous office experience is considered an asset
- Basic computer skills and working knowledge of Microsoft Office – specifically excel
- Excellent customer service skills
- Strong interpersonal and communication skills

Working Conditions:

- Primary shifts to fill are Friday - Sunday, approx. 8:30am - 4:30pm, with opportunities for additional shifts through coverage of coworkers' sick days, vacations, etc.
- Flexible - must be willing to work a variety of hours, including weekends and holidays based on the business needs

If you would like to be a part of our wonderful team, please contact Ali at hr@tofino.crs with your resume & cover letter, or drop by our Food Store at 140 First Street to pick up an application.

We have limited staff accommodation available at this time. The starting wage is \$20.00/hr.

=====*Join Our Team!*=====