

General Clerk – Pharmacy – Full Time

The Co-operative Retailing System (CRS) is a unique, multi-billion-dollar organization based on the fundamental principles of co-operation. It is comprised of a network of approximately 200 autonomous retail co-operatives across Western Canada along with their branch operations, and Federated Co-operatives Limited (FCL). FCL is the wholesaling/manufacturing arm of the CRS, which provides the retail co-ops with a range of products and services. Ucluelet Consumers Co-operative Association invites applications for the full time position of General Clerk in our Pharmacy department.



Duties & Responsibilities:

- Come to work with a positive, professional approach and attitude
- Be dependable for all scheduled shifts
- Provide outstanding courteous customer service
- Be familiar with and adhere to all Ucluelet Co-op policies and procedures
- Ensure the department clean, and well merchandised at all times
- Establish or identify price of goods, services or admission and tabulate total payment required using electronic or other cash register, optical price scanner or other equipment
- Assist in general stock duties, including filling shelves, facing merchandise and put away items, when not cashing
- Perform receiving duties when required
- Have a good working understanding of the till operation
- Other duties as assigned

Qualifications:

- A secondary school diploma is preferred
- Previous retail experience is considered an asset
- Excellent customer service skills
- Attention to detail

We welcome candidates with a combination of relevant education and experience to apply.

Working Conditions:

Flexible, must be willing to work a variety of hours, including days, evenings as well as weekends and holidays based on the business needs

Physical Requirements:

- Constant standing and walking throughout shift for up to 8 hours
- Physically demanding; frequent lifting and carrying up to 50 lbs
- Kneeling, pushing, pulling, lifting
- Occasional ascending or descending stairs

Ucluelet Consumers Co-op offers the following:

- Full Benefits Plan including MSP, Extended Health Care, Dental, Life Insurance & Long-Term Disability Insurance
- Employee Family Assistance Program
- Competitive wages paid bi-weekly
- Tuition Assistance
- Excellent Opportunities for further development and advancement

This is an external posting that is open until filled. If you are interested please email your resume to hr@uclueletcoop.com.

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