



**Job Posting**  
**Product Services Coordinator – Canada Summer Jobs Program**  
**Two Positions**

**Location:** Alberni Valley Chamber of Commerce

**Salary:** \$17.50/hour for 35 hours per week

**Terms of Employment:** Seasonal

**Job Title:** Product Services Coordinator – Marketing (two positions)

The Alberni Valley Chamber of Commerce is the “voice of business” for the entire region. Registered under the Federal Board of Trade Act, the Chamber is a membership-driven organization focused on continually improving the business climate in the community. The Chamber operates the Visitor Information Centre and the McLean Mill National Historic Site. The Visitor Centre operates 7 days a week in the summer season.

**Job summary**

The Product Services Coordinator’s will have a varied position that will see them working co-operatively to provide marketing support to the Chamber of Commerce and it’s operations. They will work with the focus of enhancing our retail products, creating new opportunities with innovative marketing ideas, and delivering excellent service and relevant information to our visitors. Product Services Coordinator’s will learn our POS systems, inventory control and management, cash handling procedures, financial and business principles along with marketing essentials such as brand building, social media promotion and website management.

**Duties and Responsibilities:**

- Work on the front lines with a focus to enhance our retail products, to create new opportunities with innovative marketing ideas
- Deliver excellent service and relevant information to our visitors
- Learn point of sale systems, inventory control and management, cash handling procedures, financial and business principles along
- Marketing essentials such as brand building, social media promotion and website management.
- Create and distribute promotion materials
- Develop and implement new and interesting marketing initiatives
- Maintain digital assets and Social Media presence promoting the site, services and products
- Stock and sell retail merchandise and handle cash transactions

- As described in daily shift procedures: cash out and balance of stores float, and inventoried items for sale
- Maintain inventory and ensure adequate inventory is always on hand
- Gather information and develop new resources
- Review existing materials and update them as necessary
- Comply with professional dress code and grooming standards
- Follow all Standard Operating Procedures
- Perform other administrative tasks as required

**Qualifications:**

- Must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.
- Desire to understand and grow a retail operation
- Excellent communications skills – face to face, telephone and written
- Excellent customer service skills
- Able to work in a fast-paced environment and multi-task
- Current computer skills including internet and email, and point of sale software
- Time management skills
- Outgoing, friendly, welcoming demeanour
- Must be available to work weekends when scheduled
- A valid driver's license would be an asset or have reliable transportation

**How to Apply:**

Please apply with your resume and cover letter by email to [office@albernichamber.ca](mailto:office@albernichamber.ca)

The Government of Canada funded this job through the Canada Summer Jobs program.