



Box 20193, RPO Towne Centre
Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Retail Sales Assistant

Since 1980, the Kelowna Women's Shelter has provided free food, shelter, counselling, support and preventative education to women and their children who have experienced intimate partner abuse. In support of our organization, we operate a Thrift Store where 100% of the profit from the clothing and household items we sell goes back to the Shelter and the many programs we operate.

We are currently recruiting for a part time (22.5 hrs/wk) Retail Sales Assistant for our Thrift Store. The position offers a starting wage of \$18.98 per hour, store discounts, and a full benefits package. Our current hours of operation are Monday to Saturday from 10:00 am to 4:30 pm. This is an excellent opportunity for that individual who wants to give back to our community!

Reporting to the Thrift Store Manager this position will be responsible to:

- Ensure outstanding customer service by creating a friendly environment. This includes greeting and acknowledging every customer who enters the store.
- Generate sales.
- Work in partnership with store manager and other employees to maximize store sales and in-store presence.
- Assist with setting up merchandise displays.
- Assist in the receipt of donations, sort and price items.
- Process purchases through point of sales system, ensuring accuracy in all transactions and procedures. Prepare merchandise for purchase.
- Participate in all manner of store maintenance.
- Perform other duties as required.

Qualifications

- Retail or customer service experience preferred.
- Completion of a satisfactory criminal record check.

Skills and Abilities

- Ability to work in a fast-paced, dynamic environment.
- Ability to make excellent sales to achieve performance in alignment with goals and objectives.

- Excellent customer service, interpersonal, organizational, and communication skills.
- Motivated and creative team player contributing to the store's success.
- Ability to resolve customer concerns in a diplomatic way.
- Ability to build and maintain lasting relationships with customers.
- Exceptional verbal communication and presentation skills.
- Excellent listening skills.
- Self-motivation, with high energy and an engaging level of enthusiasm.
- Ability to perform basic mathematical calculations.
- Ability to work individually and as part of a team.
- High level of integrity and work ethic.

If you are interested in applying for this position, please email your resume and cover letter to: careers@kelownawomensshelter.ca

This posting will remain open until the right candidate is found.

We thank all those who express interest in this opportunity however only those short-listed will be contacted.