



Friends of Mount Revelstoke and Glacier

Job Description

Title: Bookstore Manager / Sales Associate
Reports to: Executive Director
Closing Date: April 4, 2008

The Friends of Mount Revelstoke and Glacier (FMRG) is looking for a Bookstore Manager / Sales Associate to be part of our dynamic team. This position exposes the employee to experiences in the retail, tourism based industries and manage our Glacier Circle Bookstore at the Rogers Pass Discovery Center.

Duties:

- Responsible for all aspects of operating a sales outlet: customer relations, product displays, inventory management, daily cash out report and deposits, and operation of cash register and point of sale software included in training.
- Responsible for greeting people at the retail outlet in a professional and informative manner.
- Develop knowledge of FMRG services and products, offering referrals and assistance where required.
- Work closely with Executive Director to help select and purchase stock for the store.

Qualifications:

- Strong computer skills working in a Microsoft environment.
- Able to work accurately with cash and a computerized register.
- Able to work with the public and volunteers in a friendly, positive and professional manner.
- Ability to work independently in a busy environment
- Great customer service skills
- Self-motivated and able to work well on own or with others.
- Excellent oral communication skills (preference may be given to candidates who are proficient in both of Canada's official languages).
- Knowledge of local area is an asset
- Must be bondable
- Abide by FMRG staff policies and safety protocols
- Work in cooperation with Parks Canada

Benefits:

- Great experience
- Collaborative and creative work environment
- Accommodation is available at Rogers Pass
- Competitive wages
- Complimentary Park Pass and discounts in our retail outlet
- Transportation to/from Rogers Pass from Revelstoke is available.

Terms:

- Full-time employment from April 11- October 13, 2008 with option to renew.
- Wages \$14.75/hr, 30-40hrs/week

Interested candidates please send resume and cover letter to:

Mail: Friends of Mount Revelstoke and Glacier, PO Box 2992
Revelstoke, BC V0E 2S0 Att: Personnel Committee

Email: fmrg@telus.net