



Friends of Mount Revelstoke and Glacier

Job Description

Title: Sales Associate / Bookstore Staff
Reports to: Executive Director
Closing Date: April 18, 2008

The Friends of Mount Revelstoke and Glacier (FMRG) is looking for a Sales Associate / Bookstore Staff to be part of our dynamic team. This position exposes the employee to experiences in the retail and tourism based industries.

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.

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 summer employment from May 1 – August 31, 2008
- Wages \$12/hr, 30-40hrs/week (Friends may receive funding for this position through a summer student employment grant.

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: fmrgr@telus.net