



Membertou
WELCOMING THE WORLD!

Employment Opportunity

Job Title: Tobacco Shop Supervisor (Term - Maternity Leave)
Department: Tobacco Shop
Reports To: Executive Director

Duties and Responsibilities:

- Daily inventory count for tobacco products before sales start for the day and after sales close at the end of the day.
- Ordering tobacco products as required.
- Selling tobacco products.
- Strictly adhering to internal control procedures.
- Being courteous to all customers.
- Counting and reconciling of daily cash floats.
- Counting and reconciling of daily cash receipts.
- Daily reconciling cash and inventory of tobacco products.
- Keeping area clean and tidy.
- Train all new employees.
- Responsible for all daily deposits.
- Oversee and evaluate the Clerk.
- Adhere to Membertou Policies.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the Executive Director.

Qualifications:

- Must be a Membertou Band Member.
- Experience dealing with the general public.
- Experience with various computer programs.
- Excellent communication skills (oral and written)
- Previous experience in inventory would be an asset.
- Able to work with others/independently.
- Pass a criminal record check.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Resumes/Applications can be submitted to:
Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S2M9

Or via email to:
jobs@membertou.ca

DEADLINE FOR APPLICATIONS: March 27th, 2020 at 4:00 PM

Thank you for applying, however, only those selected for an interview will be contacted.