



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: Cashier/Clerk – 2 Part Time positions

CLASSIFICATION: Permanent Part-Time

WAGE: Based on Cowessess Salary Grid

DEPARTMENT: Cowessess Ventures

JOB SUMMARY:

As part of the team, the Cashier/Clerk is responsible for providing a high level of customer service, maintaining a clean and safe work environment and performing daily operational duties that include: customer interaction while doing transactions, maintaining store equipment, shift cleaning tasks, identifying and addressing safety concerns, being aware and maintaining personal and customer safety, communicating effectively with supervisor, coworkers and manager to ensure daily duties and concerns are addressed, conduct accurate cash and float accounts and performing all required end shift procedures and recording discrepancies in a timely manner, daily reconciliations and report with the supervisor and assisting with periodic inventory counts and/or spot checks.. Cashier/Clerks are expected to work collaboratively with other team members, the supervisors and managers and perform other duties assigned by supervisor or manager.

QUALIFICATIONS:

- ✓ Grade 10 or higher or equivalent
- ✓ Exemplary communication skills including public speaking
- ✓ Basic knowledge of computer skills or willing to be trained.
- ✓ Knowledge of POS system will be a definite asset
- ✓ Must adhere to all Cowessess Ventures, Little Child Holding and Cowessess First Nation policies and procedures.
- ✓ Excellent time management skills including punctuality and dependability.
- ✓ Must be able to work in a team environment or with minimal supervision.
- ✓ Must be able to problem solve and provide constructive solutions.
- ✓ Ability to handle stressful situations in a calm manner.
- ✓ Must be willing to take training as required
- ✓ Must be willing to work evenings, weekends, and/or holidays based on rotating schedule.
- ✓ Must have excellent mathematical skills.
- ✓ Must be able to keep confidential matters confidential.

ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Cover Letter & Resume
2. Three (3) references

Deadline to Apply: April 26, 2024

Please send applications to:

human.resources@cowessessfn.com