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| **SEMÁ:TH FIRST NATION**Job Posting |
| **POSITION:** | Relief Cigarette Clerk |
| **HOURS:** | Relief position – Scheduled as required |
| **TERM:** | Permanent |
| **SALARY** | $16 per hour |
| **REPORTS TO:** | Sumas First Nation Finance Manager |
| 1. **PURPOSE & SUMMARY**
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| The Relief Cigarette Clerk provides relief coverage for the Cigarette Clerk. Weekly working hours are determined on an “as-needed” basis and are determined by the availability of the current Cigarette Clerk. This position is responsible for opening and closing the cashier till, maintaining accurate records of inventory, monitoring daily sales totals using programs like Microsoft Excel as well as submitting sales reports to the BC Ministry of Finance among other duties. |
| **2.0 DUTIES & RESPONSIBILITIES** |
| * Provide relief work for when current Cigarette Clerk is unavailable to take on a shift
* Opening and closing store
* Opening and closing cashier till
* Maintaining records of daily product inventory, reconciling, and ordering additional inventory when required
* Providing cashier services to clients and handling cash and debit cards
* Balancing of daily ledgers using Microsoft Excel
* Submitting sales reports to the BC Ministry of Finance
* Performs other related duties as assigned
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| **3.0 QUALIFICATIONS** |
| * Grade 12 or equivalent
* Customer service/ cashier experience is considered an asset
* Valid BC Driver’s license and access to vehicle (if required)
* Demonstrated ability to maintain confidentiality of sensitive information
* Ability to organize and plan own work
* Ability to be flexible and meet changing priorities
* Good verbal and written skills including ability to keep clear notes and action items
* Experience using Microsoft Office (Excel, Word, etc.)
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| 1. **SKILLS/ABILITIES**
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| * Indigenous-centered Service Approach
* Ability to effectively plan and manage time wisely
* Attention to detail
* High professional and ethical standards
* Experience in working with First nations communities and/or organizations an asset
* Ability to work independently and self-manage
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| **TO APPLY:** |
| Please email your cover letter & resume to Human.Resources@sumasfirstnation.comDeadline: Sept 24th, 2021 |