

**RNC****Employment Service**

905-727-3777

*Aurora*

222 Wellington Street East, Main Floor

**Store Associate****Job # 2018-11-028**

<b>NOC / NAICS</b>	6221 / 417930	<b>Date</b>	November 21, 2018
<b>Location</b>	York Region ( <b>Newmarket:</b> Harry Walker Pkwy N)	<b>Wages</b>	\$15.00+ / hour
<b>Experience (Yrs.)</b>	<input type="checkbox"/> 0-1 <input checked="" type="checkbox"/> 1-3 <input type="checkbox"/> 3-5 <input type="checkbox"/> 5+	<b>Hours/Week</b>	40 hours per week
<b>Employment Type</b>	<input checked="" type="checkbox"/> Perm <input type="checkbox"/> Temp <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT	<b>Schedule Availability</b>	Mon-Fri 8:30am-5:00pm
<b>Benefits Available After Probation Period</b>	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>Workplace / Physical Requirements</b>	Ability to work on feet and carry objects weighing up to 20 lbs.		

Established in 1993, this privately-owned Canadian company specializes in the distribution of health and safety equipment to support and keep safe Canadians performing work in hazardous conditions.

**Their business mission: Protect the health & safety of their customers!**

**Job Duties**

- Creates and process sales orders for the walk-in customers as well as new and existing customers
- Monitor the showroom floor to ensure that showroom shelves and displays are organized and products are easy to find
- Assist with stocking displays and removing outdated stock from shelves
- Works with the management to create and set up seasonal displays and assemble manufacturer showroom floor displays as required
- Collaborate with sales staff to highlight sales floor promotions or add positive energy to displays
- Assist walk-in customers in finding the products that meet their needs.
- Respond and/or prepare responses to customer inquiries on products and services by adhering to internal workflow
- Create and/or maintain customer database with appropriate information from each engagement with customer
- Pick products from the warehouse locations and package them for shipment
- Receive products for return or delivery and verify its contents
- Count and stock products based on internal inventory control system
- Communicate shipment status on internal workflow system
- Identify damaged, lost or missing products and notify management immediately
- Pack orders in an orderly manner and close cartons so they are prepared for shipping
- Coordinate shipment with third-party freight companies
- Communicate with drivers to ensure efficient delivery of products
- Stay update-to-date on company products and the industry in general

### **Requirements**

- **High school diploma/GED required**
- **2+ years of retail experience preferred**
- **3+ years of customer service experience a plus**
- Lift up to 20 lbs. at a time
- Ability to work well in a team environment
- Highly reliable, detail oriented, and ability to multi-task
- Excellent problem-solving skills
- Excellent verbal and written communication skills
- Strong sense of professionalism and discretion

### **How to apply**

To apply please submit resume to [HRQR@rnces.ca](mailto:HRQR@rnces.ca) for pre-screening and consideration.

Include a note indicating why you are a good fit for this position.

### **Disclaimer**

*RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.*