

**POSITION: Sales Associate (Full-time)**

**LOCATION: Habitat for Humanity Edmonton ReStore West, 16811 – 106 Ave NW**

The Sales Associate will interact with customers to provide information in response to questions regarding products and services at Habitat for Humanity Edmonton's ReStore. He or she will also handle and resolve customer's complaints.

**Duties and Responsibilities**

- Customer Service
- Operate cash register and handle cash and card transactions with accuracy
- Present a positive attitude to co-workers, volunteers and customers
- Work in a friendly, positive way to assist customers with their purchases This may include, but is not limited to, moving items, handling cash/sales or helping customers find an item
- Answer phones
- Cleaning, pricing and placement of donations; prepare displays
- Maintain the organization and cleanliness of the ReStore, warehouse, sea containers and the entire building inside and outside as required
- Assisting with tasks assigned outside regular job description
- Adhere to the organization's health and safety program

**Physical Requirements and Qualifications**

- Be able to lift and move items up to 50 pounds
- Spend the majority of the day on one's feet, standing, squatting, bending
- Ability to work with changing priorities
- Must be able to work a rotation of Saturdays
- Be motivated and self-directed but also able to accept instruction and direction
- Retail experience is an asset
- Must be bondable and have a satisfactory police record check
- Must be able to work day time hours.

**Skills**

- Computer Literate
- Safety Awareness

**Benefits**

- 2 weeks vacation to start.
- After a successful 3 month probationary review, the employee is entitled to a comprehensive benefit package including health, dental, vision, travel assistance, accidental death & dismemberment insurance, life & critical illness insurance.
- Short-term and long-term disability coverage is provided.
- Employer sponsored RRSP plan.
- Employee Assistance Program.
- Safe, respectful and healthy work environment.
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Only applicants selected for an interview will be contacted.