



**JOB TITLE: Sales Associate/Key Holder**

**Location: ReStore North, 8210 Yellowhead Trail NW, Edmonton, AB**

The job of Key Holder requires a thorough understanding of basic supervisory skills including coaching, recognition and motivation. The role of the Key Holder is to work shoulder to shoulder with volunteers and staff and build relationships with internal and external customers and role model outstanding customer service skills.

**Duties and Responsibilities**

- Works as part of a team with the ReStore Manager to ensure achievement of the organizational and budgetary goals
- Overall operation of the ReStore in the absence of the ReStore Manager/and/or Floor Supervisor
- Supervises daily financial reconciliation
- Supervision of staff and volunteers as directed
- Provides relief to front counter staff during breaks and peak times
- Responsibility for the cleanliness and safety of all areas of the ReStore
- Provide excellent customer service

**Physical Requirements and Qualifications**

- Retail experience is an asset
- Be physically fit and have the ability to be on his or her feet for prolonged periods of time
- Be able to lift and move items up to 30 pounds
- Must possess a valid Class 5 Alberta Operators Permit
- Be capable of multi tasking and problem solving under stress

**Skills**

- WHMIS
- Excellent Communication Skills
- First Aid an asset
- 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

Please submit your resume to [chagerty@hfh.org](mailto:chagerty@hfh.org).

Please note that only persons selected for an interview will be contacted. Thank you.