



We are looking for a: **Cashier-Clerk**

## **JOB POSTING**

### **JOB SPECIFICATIONS**

#### **Functional Responsibilities**

- Greet customers, respond to questions and provide information, as required, in a friendly and professional manner.
- Build relationships with customers and provide them with accurate information, guidance and support.
- Operate cash register and process transactions.
- Count cash in the drawer at the beginning of each shift.
- Reconcile cash, credit and debit receipts with sales.
- Prepare deposits, close the cash register and return the float to the safe.
- Accept delivered packages and unload merchandise.
- Do a regular rotation of the products on the shelves and in bins. Remove all expired products.
- Stock shelves and bins with unpacked items.
- Keep the stock room and store neat and orderly.

#### **Other Responsibilities**

- Maintain store cleanliness during off-peak periods.
- Replace and assist colleagues in store and other NDC business locations as required.
- Perform other duties as required.

### **QUALIFICATIONS**

- No formal education is required.

### **REQUIREMENTS**

- Fluency in Cree and English is required.
- Customer focused and service oriented.
- Good communication and interpersonal abilities.
- Ability to stand for long periods of time and lift stock and supplies.

Please submit your resume and cover letter to:  
Human Resources  
[hr@nemaskadevelopment.ca](mailto:hr@nemaskadevelopment.ca)