

JOB DESCRIPTION

Job title: **Shipping Center Clerk Summer Student**

Status: Full-time, June to August (8 weeks)

Location: 207 Shipping Center, Kahnawake

Job Overview:

An 8-week summer position whereby the candidate would learn the ins and outs of working in a shipping center. Possibility of working after the summer mandate has ended on a part-time, occasional, or full-time basis.

Responsibilities:

Customer service including greeting, cash, and handling money.

Serve customers with professionalism and attentiveness.

Learning POS procedures.

Listen to customer feedback and report back to store manager.

Work with floor manager to familiarize themselves with the many store products and their placement in both the store and the stockroom.

Label packages with correct customer names.

Learn how the shipping center is divided and where customer parcels are placed.

Enter/find information correctly in the system.

Pay special attention to damaged goods and report to your supervisor immediately.

Remove seasonal items if/when needed.

Over time and when comfortable in said position, replace worker during their lunch break.

Experience & Skills:

Ensure a productive and diligent work protocol.

Possess strong work ethics and awareness in time-sensitive tasks, as well as vigilance in observing/noting the quantity/quality of materials.

Excellent communication and interpersonal skills for effective collaboration with internal teams, external suppliers, and customers.

Detail-oriented and passionate in working as part of a team as well as multitasking.

Education: High school

Experience: Retail: 1 year (*preferred, but not necessary*)

Expires: June 12, 2026

To apply email resume to hrclubrez@gmail.com