

PURPLE DRAGONFLY  
TRADING POST SUMMER  
2024



**Position:** Health Store Retail and Events Assistant

**Duration:** When the program begins.

**Requirements:** Education (High School, CEGEP, University Student) Certifications  
Employment Skills  
**Registered for the KSSEP**

**Responsibilities:**

We are seeking a dynamic and enthusiastic Summer Student to join our team as a Retail and Events Assistant. The successful candidate will assist with various tasks related to retail operations, customer service, event planning, and execution. This position offers a unique opportunity to gain hands-on experience in the health and wellness industry while contributing to our mission of promoting holistic living.

**Customer Service:** Provide exceptional customer service both in-store and online by assisting customers with product inquiries, recommendations, and purchases.

**Retail Operations:** Assist with inventory management, restocking shelves, organizing merchandise displays, and maintaining store cleanliness to create an inviting shopping environment.

**Online Sales Support:** Support online sales operations by processing orders, packaging products for shipment, and ensuring timely delivery to customers.

**Event Coordination:** Assist in planning, promoting, and executing live events such as yoga sessions, herbal tea workshops, and wellness seminars both in-store and off-site.

**Event Hosting:** Engage with event participants, facilitate workshops, and ensure a seamless experience for all attendees.

**Marketing Support:** Assist in creating content for social media platforms, drafting promotional materials, and implementing marketing strategies to drive customer engagement and increase brand awareness.

**Administrative Tasks:** Perform various administrative duties including answering phone calls, responding to emails, and maintaining event registration records.

**Benefits:**

- Hands-on experience in the health and wellness industry.
- Opportunity to learn from experienced professionals in a supportive environment.
- Gain valuable skills in retail operations, event planning, and customer service.
- Flexible scheduling to accommodate academic commitments.
- Employee discounts on products and services.

**Wage Rate**                    **Any one of these scenarios will work.**  
(15.75 - 8 weeks -30 hours) (16.50-10 weeks – 30 hours)  
**& Duration:**                    (\$17.25- 12 weeks- 30 hours)

**Work Schedule:**            Indicate which days of the week and which times of the day the student will work Monday to Friday, 10:00 am to 5:00 pm / 30 hours per week).

**Deadline to Apply:**        Friday, June 7, 2024

Please forward your application to:  
Leah K. Diome  
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