



Store Systems and Administration Part-Time

Campbell River Region
Campbell River

Monday October 5, 2026

Minimum wage - \$ 20/ hour (18.25/Hr)

Company: London Drugs

Website:

<https://london-drugs-limited-jobs.careerplug.com/jobs/3532802/apps/new>

Industry: Management/ Administration

How to apply:

Apply Directly at: <https://london-drugs-limited-jobs.careerplug.com/jobs/3532802/apps/new>

Expiry Date:

Monday, October 19, 2026

Details:

The individual in this position is responsible for the administrative functions of store operations, cash room, and the integrity of store-level pricing. Accordingly, you will report directly to the Assistant Store Manager and Store Manager. You will exhibit strong administrative skills, technical and mathematical aptitude, combined with professionalism and be able to maintain confidentiality, especially regarding company revenues, pricing information, and over/short information. You will also practice effective communication, training, and coordination of efforts within the Store Systems and Administration team. If you have a demonstrated ability to work quickly and accurately under pressure and with little supervision, display a positive attitude and are solutions oriented, and practice strong communication skills, both verbal and written, and an ability to relate to all levels of personnel within the company, then we have the opportunity for you to excel! We offer advancement opportunities through our promote-from-within policies, salaries commensurate with experience, and a comprehensive benefits program including:

- Comprehensive, optional medical, dental, prescription drug and vision coverage for you and your family (Ensuring you and your family are taken care of)
- Company matched RRSPs (Helping you plan for your future
- Employee Discount Program (Sharing our success)
- Ongoing In-House Training & Education Courses (Lifelong learning)
- Employee Family Assistance Program (Free confidential counseling and support)
- Employee Recognition Program (Tangible rewards for great work!)
- Community Involvement (Giving back to our communities)

Applicants must be available to work a flexible schedule, Monday to Sunday and be available to start their shift as early as 5am everyday. If you possess the necessary

skills and expertise and would like to join an exciting team of professionals,

Qualifications & Experience:

Among the varied responsibilities of this challenging position are: Store Systems

- Maintain store hardware systems, including point-of-sale systems, operational software programs and communication networks
- Perform regular cleaning and maintenance of equipment (e.g. cleaning MSR hardware)
- Perform regular system backups as per the established procedures and schedule
- Function as the primary store contact with the Information Technology department, including problem reporting and resolution, and systems and software deployment
- Maintain Problem Incident Report logs
- Responsible for printing in store signage and placing in store
- Responsible for pricing maintenance throughout the entire store
- Store Operations
- Maintain the store funds, i.e. cash, stamps, LD gift cards, coupons, and other assets
- Count store funds and prepare bank deposits
- Administer all point-of-sale charity fundraising programs (e.g. hospital lotteries)
- Be responsible for the administrative functions of the point-of-sale system (e.g. manager override numbers)
- Administer Transit Passes and Lottery Tickets programs (where applicable)
- Administer other programs as assigned by the store manager or head office (e.g. employee uniforms, employee lockers, bulletin boards, store supplies, etc.)
- Customer Service
- Support the company mission statement, "To Provide a Superior Shopping Experience Everyday"
- Provide prompt and efficient customer service based on 10/10 Sales Challenge philosophy
