



*Holistic Emergency
Preparedness & Response*



Position title: Retail Sales/Social Media Associate

Location: Courtenay, BC

Employment Type: Part Time

Closing Date: May 7th, 2021

Hourly Wages: \$16.45 – 19.85 (Based on Qualifications)

Job Summary

We are looking for an energetic and result driven retail sales/social media associate to join our team. Candidates will have the most success if they have a background in emergency preparedness product sales, outdoor equipment retail sales and social media. The successful candidate will be able to enhance customer satisfaction while meeting sales and profitability goals effectively.

Responsibilities:

- Utilize Social Media Accounts to advertise and promote products and services provided by SOS Gear.
- Sell multiple products to customers, meet and greet, service customers.
- Ensure elevated levels of customers satisfaction through excellent service.
- Engage customers in conversation – product knowledge.
- Answers customers' questions concerning merchandise.
- Ensure that store and warehouse visual merchandising standards are met, including proper product placement, advertisement displays are arranged appropriately to promote sales, etc.
- Stock functions: stock processing, filling, and stocking floor racks and back-stock racks, in-store inventories, shifting bins and walls of product, etc. Physical workload and manual labor to be performed by associates may be heavy (warehouse environment).
- Obtains merchandise requested by customer or receives merchandise selected by customer.

Address:
206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:
Amanda Thompson
778.225.0500 / office@holisticpr.com



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- Complete store administration and ensure compliance with policies and procedures.
- Alerts management of potential security issues.
- Cleans shelves, counters, tables, floors and overall store to maintain outstanding store condition.
- Be a shining example of well behavior and high performance.

Qualifications:

Skills

- Proven successful experience in outdoor/emergency preparedness retail sales.
- Experience with outdoor recreation equipment
- Advertising experience with Social Media (Facebook, Twitter and Instagram)
- Clearly and effectively communicate with customers.
- Ability to work as an energetic and dependable team player.
- Excellent communication and interpersonal skills
- Quick and effective problem-solving skills
- Ability to adapt and learn quickly.
- Outstanding organizational skills, attention to detail, and the ability to handle multiple assignments.
- Basic computer skills, including proficiency with MS Office, and familiarity with point-of-sale systems.
- Basic knowledge of website maintenance (i.e. inventory) and online sales
- Basic mathematics and financial knowledge

Physical Demands:

While performing the duties of this job, the employee is occasionally required to remain in a stationary position reaching regularly with hands and arms. The employee constantly positions him/herself, including fixtures or in storage areas to operate a variety of office machines, such as a cash register, computer, calculator, computer printer, etc.; stock merchandise on shelves, counters and tables, open and lock the store, receive merchandise, handle inventory, etc. The employee is required to consistently move about inside the store to greet and sell to clients, stock merchandise, inventory; clean the store, etc. and occasionally outside the store to handle other business needs. The person

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in this position frequently communicates with customers, both in person and over the telephone, to meet, greet, service and to sell products, home office representatives, employees to delegate tasks, the store manager for direction, etc.; must be able to accurately exchange information in these situations. The employee must be able to observe and assess for floor optimization. The employee frequently ascends/descends a ladder or step stool to access shelves, setup advertising displays, arrange merchandise, clean shelves, etc. The employee must regularly lift and or move at least 25 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Experience

- Minimum 3 – 4 years working experience in retail sales OR
- Minimum 1 – 2 years experience with an Outdoor Recreational/Guiding Company

Class 5 Driver's License and clean driving record an asset.

Social Media Profiles – Background Check

A Criminal Record Check [CRC] will be required.

How to Apply

Please email your cover letter and resume to Amanda at office@holisticpr.com

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