



Retail Customer Service Representative

St. Jean's is looking for a candidate to take on a customer facing role at the Campbell River Store. This is a part to full time, seasonal position. Candidates need to be flexible to changing retail needs.

Responsibilities:

- Duties will include physical handling of inbound sportfish
- Assisting customers with paperwork and retail counter sales using POS.
- Utilise inhouse software to track and manage store inventory and sport orders.
- Handle customer service enquiries in person, over the phone and via email.
- Review transfer documents, store picks to ensure accurate receiving in to the store.
- Resolve any issues or discrepancies related to retail, such as damaged products and returns.
- Collaborate with other departments, such as sales, customer service and warehouse.

Applicants should have a positive attitude, be comfortable working in a fast paced environment and be physically capable of occasional heavy lifting.

Preference will be given to candidates who exhibit professionalism, patience, courtesy and are committed to upholding a high standard of customer service.

On the job training will be provided.

Please email your resume to campbellriver@stjeans.com

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