



**ONE (1) PERMANENT PART TIME GIFT SHOP CONVENOR
NBRHC-FOUNDATION NORTH BAY**

The North Bay Regional Health Centre is seeking a Gift Shop Convener to be responsible for establishing and maintaining a service oriented, profit driven gift shop. This position will report to the NBRHC Foundation's Finance and Administration Officer for operational and day-to-day employee support, and is fiscally accountable to the Friends of NBRHC - Volunteer Association for the profitability/financial performance of the Gift Shop. Further responsibilities of this position include but are not limited to:

- Daily operations, planning and evaluation of activities at NBRHC Gift Shop – Main Street Gifts & Variety;
- Train and support volunteers and collaborate with the Volunteer Department to communicate scheduling gaps, needs or issues;
- Training and mentoring Students and Interns
- Maintain efficient and accurate methods and systems for financial operations and reporting;
- Maintain inventory purchase and stock levels; able to research and develop seasonal/special product trends
- Plan, schedule and lead Gift Shop special events and promotions;
- Hours of work are 23hrs to 30hrs per week

The ideal candidate will be organized with excellent verbal, written communication and time management skills. Qualifications include:

- Successful graduate of Grade 12 or equivalent required
- Minimum two (2) years experience in a retail environment, preferably in a supervisory position
- Strong computer including Microsoft Word, Excel and Point-Of-Sale (POS) systems
- Experienced in QuickBook (or other) accounting software
- Experience working with volunteers
- Exceptional hospitality and customer services skills
- Ability to work independently without direct supervision
- Ability to organize multiple tasks, set priorities, meet deadlines and work with time constraints
- Good knowledge of retail and merchandising trends
- Excellent attendance and work record is required
- Must demonstrate commitment to ensure safety, the safety of fellow workers, patients, volunteers, and visitors
- Bilingualism is an asset

Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a requirement

For an opportunity to be part of our exciting future, please submit your resume and covering letter quoting **File NU F-24-40** to:

Human Resources

50 College Drive
P.O. Box 2500
North Bay, ON P1B 5A4

Email: careers@nbrhc.on.ca

Fax: (705) 495-7977

We are an equal opportunity employer. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.