

## **Job Advertisement for Customer Services Associate & Cashier with The Credit Valley Railway Company**

The Credit Valley Railway Company is a family owned and operated business specializing in model railway hobby supplies and service. Join our team as a **Customer Service Associate & Cashier** to support the delivery of the most informative and enjoyable shopping experience to our customers.

### **Role and Responsibilities**

- Provide world-class customer service
- Conduct work activities safely and securely by following our Health and Safety and Loss Prevention policies
- Process sales transactions through computerized cash system
- Provide in store assistance to customers
- Answer incoming telephone calls
- Perform end-of-day closing procedures
- Always maintain work area in a clean and organized manner
- Perform other related activities as necessary or as assigned

### **Qualifications**

- Demonstrated experience as a retail sales cashier;
- Demonstrated knowledge and use of PC based computer software applications, including retail point-of-sale and good mathematical skills;
- Attention to detail when entering codes and sales information into computerized cash system, ensuring accuracy of data entered;
- Strong communication and active listening skills to deal effectively and courteously with customers, both in person and over the phone, answering their questions and assisting them with their purchasing needs;
- Demonstrated experience applying retail store policies, including merchandise return policy, layaway policy, special order policy as well as the ability to apply in-store promotional and sales discounts at cash;
- Teamwork skills to work in a team environment;
- Good organizational skills

**Job Type: Part-time - Tuesday to Saturday (9:30am-3:30pm)**

Email your resume to [query@cvrco.ca](mailto:query@cvrco.ca) with subject line **Customer Service Associate & Cashier**