



EMPLOYMENT OPPORTUNITY

Swan Lake First Nation
P.O. Box 368 Swan Lake, Manitoba R0G 2S0

Position	Headingly Gas Attendant/ Sales Associate	DEPT:	Enterprise
Term:	Full time	Salary:	TBD
Reports To:	Economic Development Officer	Close date:	Open until filled

POSITION SUMMARY:

The gas attendant/sales associate is responsible for the sale and service of fuel and other store confectionary items to customers of the Headingly Gas Bar.

DUTIES AND RESPONSIBILITIES:

- Greet customers with a friendly manner and offer prompt service
- Efficiently operate a cash register
- Perform all cash control systems
- Demonstrate proper placement, replenishing and pricing of store products
- Demonstrate proper fuel pump process and procedure and the changing of fuel price signage
- Demonstrate proper procedures for refueling of all vehicle types
- Demonstrate good work ethics and integrity
- Perform other duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- MUST be Reliable and Flexible
- Good decision making and problem-solving skills
- Good communication and interpersonal skills
- Be consistent, focused and willing to learn
- Ability to work independently and within a team
- Ability to assess and report loss prevention
- Ability to perform interior and exterior cleaning
- Ability to perform work both indoors and outdoors
- Ability to lift or move up to 20 lbs. may be required
- Manual dexterity

MUST Submit Criminal Record Check and Vulnerable Sector Check

Deadline for submission: Open Until filled.

Please submit a resume, cover letter and references with position applying for in subject box to:

Human Resources Manager - Swan Lake First Nation

Email: careers@slfn293.ca