

# ENAADMAAGEHJIK

## OPERATING AS WIKWEMIKONG DEVELOPMENT COMMISSION

### EMPLOYMENT OPPORTUNITY

#### Gift Shop Attendant

Wikwemikong Tourism is seeking a highly motivated individual to fill the position of Gift Shop Attendant. The Gift Shop attendant will assist with the day-to-day operations at the Wikwemikong Tourism Gift Shop including serving customers, processing sales, purchasing, inventory controls and financial reporting.

#### DUTIES:

- Responsible for delivering superior customer service at the Wikwemikong Tourism Gift shop
- Carrying out daily operations of the Wikwemikong Tourism Gift Shop including; serving customers, processing sales and ensuring the store is clean and products are neatly arranged.
- Updating inventory and notifying management of products that requiring ordering
- Financial reporting to management as required
- Assist with administering the Gift Shop and E-Store inventory.
- Preparing and packaging items for shipping.
- Assist with purchasing inventory from local artists and suppliers.
- Assist with the creation of advertising and sales promotions for the Gift Shop and E-store.
- Promote Wikwemikong Tourism products and services via social media platforms.
- Providing visitors with information about Manitoulin Island including collecting visitor data.
- Perform other assigned duties as required.

#### QUALIFICATIONS:

- Must have some retail experience but willing to train.
- Some knowledge of Anishinaabe art and crafts
- Preference given to members of Wikwemikong Unceded Territory members but all First Nation applicants are encouraged to apply
- Must provide Criminal Reference Check and will be subject to the responsibilities of the position.
- Excellent customer service skills and ability to contribute to the team dynamic

**Deadline: Open Until Filled.**

**Remuneration:** \$18.00 an hour

**Please submit cover letter, resume, three recent work-related references, and an up-to-date criminal reference check (CPIC) to:**



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c/o Enaadmaagehjik  
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