



Doolittle's CO-OP

Are you looking for new professional challenges within a young and dynamic team? Then Doolittle's is the job for you! We are looking to fill the role of a general clerk.

Doolittle's Co-op, a member of the Coopsco network, provides required textbooks and course packs to Bishop's University students, making it the easiest solution for students' school needs. The bookstore also offers a selection of general literature as well as a full range of supplies for both Bishop's University and Champlain Regional College.

JOB OFFER

Title: General Clerk (5-15 hours per week)

Reporting to the Manager, the General Clerk assists in providing outstanding customer service, merchandising, receiving and dispatching merchandise related to store operations. You will be mainly responsible for:

- ✓ Welcoming customers and making sure they are well served.
- ✓ Researching product information for customers.
- ✓ Keeping displays in order, filled and visually appealing.
- ✓ Operating the cash register and performing various types of transactions.
- ✓ Performing promotional and seasonal activities.
- ✓ Creating and updating product sheets and inventory.
- ✓ Ensuring that labeling, prices and barcodes are accurate according to consumer law.
- ✓ Aiding the Assistant-Managers and Manager in any tasks or activities pertaining to the store

REQUIREMENTS

- ✓ Who has at least one (1) year of experience in customer service (Cash experience is preferred)
- ✓ Who has the following qualities: interpersonal skills, positive attitude, versatility, resourcefulness, adaptability
- ✓ Who is able to regularly lift and handle boxes weighing more than 25 pounds.
- ✓ Who has the following skills: time management and priorities, customer service
- ✓ Who is good at dealing with the public and who knows how to communicate effectively
- ✓ Who is passionate about Bishop's spirit!

ADVANTAGES

- ✓ As a co-op employee, you will benefit from an employee discount on merchandise according to established standards
- ✓ A schedule based on your availability during the academic year
- ✓ Base salary

Would you like to join our team? Please submit your application before August 10th by email to manager@ubishops.coop, specifying in the subject of the email

General clerk



Doolittle's CO-OP

Bishop's University Co-operative is a student co-operative located at Bishop's University. The co-operative has opened a brand new bookstore at the end of summer 2020. Bishop's is an English-language university in the Sherbrooke area that has approximately 2,500 students enrolled at its campus.

JOB OFFER

Title: Assistant Manager (15-20 hours per week)

Under the direct supervision of the Manager, the Assistant Manager will be in charge of the crew members, the cooperative's outreach to students, and will help the manager with any task required (cashier, online orders, merchandising, shipping and receiving, opening or closing the store, etc.) As such, the Assistant Manager will have the following main roles and responsibilities:

- ✓ Customer service;
- ✓ Supervise crew members;
- ✓ Knowledge of the products and services;
- ✓ Maintaining product displays;
- ✓ Visual merchandising;
- ✓ Shipping and receiving (manipulating heavy weight);
- ✓ Promotion of the cooperative to students;
- ✓ Operate back-to-school activities;
- ✓ Contribute to the Co-op's mission.

SKILLS REQUIRED

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| ✓ Must possess excellent customer service skills | ✓ Good communication skills |
| ✓ Demonstrate enthusiasm, professionalism and autonomy | ✓ Excellent interpersonal skills |
| ✓ Excellent knowledge of products and services | ✓ Good time and priority management |
| | ✓ Good leadership with student employees |

ADDITIONAL REQUIREMENTS

- ✓ Diploma of Secondary studies (DES) (High School or equivalent);
- ✓ One year of related work experience;
- ✓ Working knowledge of computer programs: Word, Excel, Outlook;
- ✓ Available to work on a full time schedule (5 days a week);
- ✓ Perfectly fluent in English, both spoken and written;
- ✓ Substantial understanding of the French language, both spoken and written, an asset;
- ✓ Knowledge of the co-operative sector considered an asset.

Are you the ideal candidate? Does this challenge interest you?

Please submit your candidacy by e-mail at manager@ubishops.coop and make sure to specify "Assistant manager position at Bishop's Co-op" in the e-mail subject.