



## Part-time Retail Assistant at Customs House

Location: Port Hawkesbury, NS

Salary: \$14 per hour, 10-15 hours per week

Retail Hours (Monday to Friday, 11am to 6pm, Saturday and Sunday, 12pm-4pm)

Several part-time positions available

Do you have a passion for retail and want to be a part of an incredible team who share a love for what they do? Cape Breton Centre for Craft & Design is looking for energetic individual(s) to join our team as Retail Assistant(s) at our Customs House retail shop. The Retail Assistant will provide a high level of customer service and knowledge about arts and culture in Cape Breton.

### Duties include:

- Ensuring high levels of customer satisfaction through excellent service
- Providing a pleasant and clean interior and exterior store environment
- Liaising with artists
- Processing payments or transactions, maintaining records of sales
- Maintaining inventory information
- Assisting with social media
- Maintaining security, interacting with visitors, answering telephones
- Completing other duties as assigned.

### Skills:

Retail experience and interest in the craft sector. Excellent customer service. Ability to sell and manage multiple customers during busy periods. Ability to work independently.

To apply, please email your cover letter and resume to:

Lori Burke

[lori@capebretoncraft.com](mailto:lori@capebretoncraft.com)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Cape Breton Centre for Craft & Design encourages applications from BIPOC, LGBTQ2I+ and Official Language Minority individuals, seniors, and persons with disabilities. Cape Breton Centre for Craft & Design values the diversity of the people it hires and serves. Diversity at the Centre means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. Cape Breton Centre for Craft & Design is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programs, and services.