



Vibrant Health Products | Job Posting

RETAIL STORE ADMIN SUPPORT

Reporting to the Director of Retail, the Retail Store Admin Support is responsible for providing support for the Retail Sales Manager & Bakery Manager through inventory management control. The position is responsible for completing reports on the day to day operations of the store.

KEY RESPONSIBILITIES

Computer Work:

- Placing and Receiving PO's in the RMS (computer database)
- Daily cash reconciliation and deposits
- Price adjustments
- Address discrepancies
- Regular inventory counts/adjustments
- Reporting and analysis

Staff Management/support:

- Provide store key holder support including opening and closing of the store as requested

Store Operations Management:

- Assist RSM in communicating on product shortages, expiries, overages, & some general product knowledge to other team members
- Assist in creating SOP
- Ensure customer complaints are dealt with in accordance with company policy
- Other duties, as needed

Customer Service:

- Always display great customer service in person and over the phone
- Answer and direct phone calls
- Order office supplies

EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES

- Two (2) years of recent and related experience
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- High School diploma; additional qualification in Office Administration will be an asset.
- Exceptional interpersonal skills and strong communication skills (written and verbal)
- A motivated self-starter with the ability to work independently and to function as part of a dynamic team



- Outstanding customer service orientation

This position will appeal to somebody who wants to be a contributing part of something very new and exciting in the natural foods category.

If you are looking to work and learn in an environment that fosters personal involvement and development, while keeping you challenged and at the leading edge, then this may be the place for you.

Please email your resume and covering letter to careers@vibranthealthproducts.com stating **Retail Store Admin Support** in the subject line before the posting close date of **October 20, 2017**. No phone calls please.

We thank all applicants for their interest, but we're so busy growing that we'll only be able to get back to those who are shortlisted for interview.

Please submit resumes to careers@vibranthealthproducts.com | CLOSING DATE: **October 20, 2017**