

LEGISLATIVE ASSEMBLY OFFICE

The Legislative Assembly Office supports the Speaker and Members of the Legislative Assembly – providing nonpartisan procedural, administrative and educational services.

We offer challenging work, a rich history, a beautiful location, support for career-long learning and excellent vacation and health benefits.

Retail Services Coordinator

As a Retail Services Coordinator, your primary responsibility is to assist in creating an outstanding visitor experience for our local, national and international clients and visitors, while conveying the importance of our representation of Alberta artists. You will educate customers on our Alberta Branded products and build relationships with internal and external stakeholders. Together with your fellow Retail Coordinator, you will schedule, develop and train the retail team through your leadership, while encouraging enthusiasm and appreciation for Alberta's artistic communities. Effective time management will be important in meeting deadlines and handling workloads during peak periods. The successful candidate will demonstrate exemplary interpersonal, communication, organizational, team building and customer service skills.

Two to three years of retail experience in a team lead role and a postsecondary education in a related field are essential. You should have exceptional computer and point of sale (POS) experience and be comfortable with website and retail content management systems. Knowledge of or an interest in art, fine craft and design would be an asset.

This position requires the flexibility to work days, evenings, weekends and statutory holidays.

The salary range for this position is \$50,868 to \$62,544, dependent on qualifications. A comprehensive benefit package is also available.

We thank all applicants for their interest; however, only candidates under further consideration will be contacted. Final candidates will undergo pre-employment checks.

Please submit your resumé by May 24, 2019, to:

Legislative Assembly Office – Human Resource Services
4106, 9820 – 107 Street NW, Edmonton, Alberta T5K 1E7
Phone: 780.427.1364 Fax: 780.427.6436
E-mail: hr@assembly.ab.ca
For additional information visit www.assembly.ab.ca

