



**Harrison Hot Springs Resort** is currently recruiting for the position of **Retail Clerk**.

**About our company:**

Harrison Hot Springs and the Eastern Fraser Valley is a beautiful place to live, work and play. We would love to have you join our amazing team and share the high quality of life that we have come to enjoy.

At Harrison Hot Springs Resort, our guests discover a location unlike any other destination in the world. We know the care and customer service we offer our guests leads to special experiences for them. We endeavour to exceed guest expectations and deliver outstanding products and hospitality services. Even though we welcome thousands of guests each year, we will focus on individuals and what we can do to make them feel like they are at home.

Overlooking Harrison Lake, the Harrison Hot Springs Resort offers the following amenities: five mineral hot springs pools, the Healing Springs Spa, three restaurants and a coffee bar, extensive banquet and catering options, Resort Golf Course and Resort Marina.

**POSITION SUMMARY:**

The primary roles of this position involve maintaining a friendly and inviting retail environment while exceeding guest expectations through exceptional service levels.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist guests in finding or suggesting merchandise to fit their needs
- Assist in maintaining the appearance of the retail outlets through general housekeeping duties
- Assist in merchandising, presentation and replenishment on the sales floor
- Maintain storage room
- Process guest transactions in a quick, efficient and professional manner
- Maintain records related to sales and the handling of cash
- Assist with monthly inventory process as required
- Able to work safely and securely in a manner that protects the integrity and safety of the guest, associates and the hotel
- Some stress resulting from daily guest interactions (internal and external), budgetary, and time constraints.
- Complete all requested additional related duties as assigned.

## **EXPERIENCE AND QUALIFICATIONS:**

- Previous retail experience or employment in a fast paced and fluid sales environment
- Proven experience as both an independent worker and team player required
- Previous experience handling cash and balancing cash, credits and debit card transactions
- Previous “touch screen POS” experience preferred
- Strong understanding of the retail environment
- Experience in using Micros POS system an asset
- Excellent interpersonal, communication and organizational skills required
- Able to work independently and multi-task in a fast paced retail environment
- Possess outstanding listening and problem solving skills
- Highly motivated and self-directed
- Ability to up sell and cross-sell other resort services
- Flexible to work varied shifts including evenings, weekends, holidays and split shifts as necessary
- Physically able to safely lift/push/pull 25lbs is required
- Must be able to stand for extended periods of time during an 8 hour shift
- Proven safe work and reliable attendance record
- Flexible to a changing schedule
- Being multi lingual is an asset

Interested, qualified candidates are invited to submit their resume and cover letter to [hshsr@harrisonresort.com](mailto:hshsr@harrisonresort.com) or facsimile at 604-796-4712.

We thank all candidates in advance for your interest in our resort; however, only those qualified candidates will be contacted.

Check us out online at [www.harrisonresort.com](http://www.harrisonresort.com).