

Ancillary Services (Casual)

Ancillary Services, Campus Store & Print Shoppe

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

The Ancillary Services - Casual position provides basic operational support for both Red River College (RRC) Polytechnic Campus Stores and Print Shoppe locations. This includes, but not limited to front line customer service support, inventory year end counting, stock replenishment, Account Receivable transactions (sponsorships), processing print account transactions, print production finishing, assist in locker maintenance and processing of Point of Sale (POS) transactions as required.

REQUIRED QUALIFICATIONS

- Experience working in retail or a print production environment
- Experience providing prompt and courteous customer service to diverse groups
- Experience with Point of Sales (POS) systems
- Experience and proficiency with MS Office Applications (e.g. MS Word, Excel, Outlook, Teams)
- Effective written, verbal and interpersonal communication skills
- Demonstrated initiative and ability to work both independently with little supervision and within a team environment
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to work throughout the academic year including the summer months
- Incumbent must provide a current and satisfactory Criminal Records Check

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Ojji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-182

CLOSING DATE

October 7, 2022

SALARY

\$17.24 - \$23.59 hourly

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

5 Casual Positions Available
Anticipated October 2022 up to
April 28, 2023
Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr