

Operational Support

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 6 month eligibility list of qualified candidates for future vacancies.

A preference hiring practice will be applied. Applicants who self-identify as members of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ community will be given first consideration. Please self-identify in your application. First consideration will also be given to internal applicants.

DUTIES

The Ancillary Service Operational Support will provide general operational support for the Campus Store and/or Print Shoppe locations which includes: but not limited to processing Point of Sale (POS) transactions, front line customer service support, online order fulfillment, inventory year end counting, stock replenishment, accounts receivable transactions (sponsorship), locker maintenance, processing print account transactions, processing print request forms, print production operation and finishing, and wide area format printing with training and supervision.

REQUIRED QUALIFICATIONS

- High school diploma, equivalent combination of education and experience may be considered
- Experience in retail or customer service oriented setting
- Experience using a Point of Sale application or cash register system
- Demonstrated ability to interact with student and staff and work as part of a team with limited supervision
- Experience using Microsoft Office Suite
- Effective verbal and written communication skills
- Ability to multi-task and prioritize workflows through constant interruption
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Ability to effectively communicate in languages other than English
- Demonstrated experience in a post secondary institution retail operation

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
- Incumbent must provide a current and satisfactory Criminal Records Check
- May be required to work at various RRC Polytech campuses
- This position may be required to travel
- This position may be required to work throughout the academic year including the summer months

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2024-039

CLOSING DATE

March 19, 2024

SALARY

\$37,944 - \$51,914 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

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 Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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