

**EMPLOYMENT OPPORTUNITIES
Notre Dame Castle Building Centres**

GOOSE BAY



We are looking for people with a great attitudes and work ethic to join our Goose Bay team.

HARDWARE/BUILDING SUPPLIES SALES PERSON

Duties Include:

- . Serve customers in all areas of the store, paying particular attention to department assigned.
- . Ensure merchandise is received, priced, and displayed to create a welcoming shopping experience for our customers
- . Serve the customer efficiently from product inquiries, check out, to returns.
- . Estimate or quote prices from assigned department
- . Ensure no stock-outs in assigned department, notify management of low inventory and advise when re-order is necessary.
- . Periodic inventory counting
- . Willingness to help out with other team responsibilities during peak seasons

TRUCK DRIVER/WAREHOUSE PERSONNEL

This position requires

- . Strong organization skills for warehouse storage and ongoing maintenance
- . Ability to give great customer service with a smile in the yard and on delivery
- . Ability to lift heavy building material products & can operate a forklift
- . Strong sense of dependability and accountability

ADMINISTRATIVE ASSISTANT

Duties would include some computerized accounting, telephone inquiries, daily deposits and cash reconciliation, general office duties, and sales on an as needed basis.

Fax, email or drop resume to:

Ford Penney
Notre Dame Castle Building Centres
2 Courte Manche, Goose Bay, NL
AOP 1E0
fpenney@notredameagencies.ca