



HORNBY ISLAND COOPERATIVE ASSOCIATION

JOB POSTING

Position: **JUNIOR CLERK** (summer / part time)
Department: **ADMINISTRATION**
Hours: approximately 12 – 18 hours a week

Join our Admin Team and still have time for summer!

We have a summer opportunity in our administration department for a part-time junior clerk. Duties will include store openings and closings, customer service, and various other administration tasks as required by the department to help us keep the Co-op sailing smoothly.

Must have a team spirit, be detail oriented, and have a willingness to pitch in where needed.

Customer service, general office, and/or accounting experience are assets. Must be comfortable working with numbers and computers.

Flexibility with hours and days available for work is required.

Please submit your resume by **June 25th** to Gregg Wiltshire, Admin Manager, gregg@hornbyislandcoop.ca or drop off your resume at Customer Service.

Application forms are available at the customer service desk or online at www.hornbyislandcoop.ca

Union membership is a requirement of this position.