



Job Opening

Mennonite Community Services of Southern Ontario (MCS) is a not for profit charity providing services to newcomers and the community. MCS is owned by several area Mennonite Churches who send delegates to serve on the board of directors. MCS seeks to link resources with needs through its programs of Settlement, Employment, FESPA, Radio and Thrift Store.

Interested candidates should submit a **cover letter** together with a **resume** to:

Mennonite Community Services
 Attention: HR Coordinator
 16 Talbot Street East
 Aylmer, ON N5H 1H4

Phone: 226-544-0380
 Email: hr@mcsn.org

Job Title:	Retail Coordinator
Starting Date:	April 2023
Hours:	37.5 hours per week. Days, Evenings and Saturdays
Wage:	Salary
Job Summary:	Reporting to the Thrift Store General Manager, the Retail Coordinator will oversee the retail area.
Job Duties:	<ul style="list-style-type: none"> • Assist in training retail staff and volunteers • Create attractive and effective displays throughout the store • Operate point of sale system including cash reconciliation • Respond to phone or in-person inquiries in a professional manner • Assist with organizing and participate in volunteer appreciation events • Resolve customer complaints in a polite and professional manner or refer to manager • Provide guidance and direction to volunteers regarding cleaning, stocking, and removal of items from shelves • Perform other tasks as requested
Core Requirements:	<ul style="list-style-type: none"> • Relevant Retail and Customer Service experience; • Good Microsoft Office skills; • Strong leadership skills; • Strong problem solving skills; • Commitment to Christian faith, active church participation and non-violent peacemaking
Requirements and Qualifications:	<ul style="list-style-type: none"> • Effective time management skills • Strong organizational skills; • Excellent oral and written communication; • Excellent interpersonal skills; • Willingness to work some evenings and Saturdays • Police check for the vulnerable person sector required upon hire at applicants expense <p>Must be willing to adhere to all health and safety protocols including those related to the COVID-19 pandemic.</p>

Only suitable applicants will be asked to complete an application or be invited for an interview.

This employer is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We welcome applications from all qualified persons. If you require accommodations, please notify us and we will work with you to meet your needs.