

Gift Shop Coordinator Competition 2017-0006

We select dedicated people just like you to care for our clients, those who offer compassion, knowledge and commitment to the treatment, progress, outcomes and lives of our clients. We are motivated to employ individuals who are passionate about what they do and, are naturally driven to uphold our client-centered approach, contribute to best-practice solutions and a desire to take their careers to the next level within Carewest.

We are one of Canada's largest public healthcare providers of complex continuing care, rehabilitation and recovery services, and a wide variety of community programs for seniors and adults under the age of 65. With 13 locations across Calgary and a team of over 2,600 employees, we offer a diverse, interdisciplinary and expert community of health care professionals. Our innovative practices allow for optimal opportunities to learn, grow and excel with us.

Carewest has been recognized as one of **Alberta's Top Employers** for the past four years in acknowledgement for our commitment to promoting a strong work/life balance, providing competitive salaries & benefits, and the promotion of teamwork in a collaborative healthcare environment. If you share our vision and are dedicated to joining our growing team, please review our open positions and apply today!

Reporting directly to the Manager Support Services, this Regular Full Time position is responsible for the direct oversight and operations of gift shops and use of volunteers for this purpose at all Carewest sites. Key responsibilities include; the efficient operation of Carewest gift shops, managing stock levels and making key decisions about merchandizing and marketing to optimize product offerings and maximize profits. This position is also responsible for supervising and scheduling gift shop personnel/volunteers, training and motivating a team to increase sales, ensure efficiency and deliver excellent customer service. In keeping with Carewest's Frame of Reference, Philosophy of Care and Carewest policies this position maintains professional and ethical standards at all times. Responsible for other related duties as required.

Qualifications:

- Post-Secondary education in related field (business/marketing/merchandizing); equivalent combination of education and experience may be considered
- Reliable vehicle and valid driver's license required
- Minimum of 3-5 years of Volunteer leadership experience combined with retail supervisory experience
- Excellent time management, written and oral communication and presentation skills
- Intermediate skills in MS Word and Excel
- This position requires the ability to work independently with minimal supervision