

## Job Title

Bookkeeper

## Job details

- Location: Unit 22, 2855 Pembina Hwy Winnipeg, MB R3T 2H5
- Salary: \$21.15 / hour
- Vacancies: 1 Vacancy
- Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada
- Terms of employment: Permanent, Full time 32 hours / week
- Start date: As soon as possible
- Employer covers the relocation costs
- Employer: Pritam Enterprises Inc o/a Gill's Supermarket

## Job requirements

Languages

English

## Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

## Experience

7 months to less than 1 year

## Work Conditions and Physical Capabilities

Work under pressure, Fast-paced environment, Tight deadlines, Attention to detail

## Work Location Information

Relocation costs covered by employer

## Personal Suitability

Effective interpersonal skills, Dependability, Team player, Client focus, Excellent written communication, Excellent oral communication, Organized, Flexibility

## Business Equipment and Computer Applications

MS Excel, Accounting software, MS Word, MS Outlook

## Specific Skills

Maintain general ledgers and financial statements, Prepare trial balance of books, Calculate fixed assets and depreciation, Calculate and prepare cheques for payroll, Prepare tax returns, Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems, Reconcile accounts

How to apply

By email:

[gillsupermarket@yahoo.com](mailto:gillsupermarket@yahoo.com)

By phone:

204-697-3800

from 10:00 to 18:00

In person:

UNIT 22, 2855 PEMBINA HWY

WINNIPEG, MB

R3T 2H5

from 10:00 to 18:00

## Job Title

Shipper-receiver

## Job details

Location: UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

Salary: \$16.83 / hour

Vacancies: 1 Vacancy

Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time 35 hours / week

Start date: As soon as possible

Employer: Pritam Enterprises Inc. o/a Gill's Supermarket

## Job requirements

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### Security and Safety

Basic security clearance

### Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Physically demanding

### Equipment and Machinery Experience

Industrial lift trucks and fork-lifts

### Specific Skills

Determine method of shipment, Schedule distribution of goods, Schedule transportation conveyances, Prepare bills of lading, invoices and other shipping documents, Inspect and verify incoming goods against invoices or other documents, Maintain internal record-keeping system, Record shortages and reject damaged goods, Route goods to appropriate storage areas, Pack goods to be shipped, Affix identifying information and shipping instructions on shipments, Oversee loading and unloading of goods, Pay and receive payments for goods

### Weight Handling

Up to 23 kg (50 lbs)

### Credentials (certificates, licences, memberships, courses, etc.)

Forklift Operator Certification

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In person:

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from 11:00 to 18:00

## Job Title

Supervisor - retail

## Job details

Location: UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

Salary: \$18.13 / hour

Vacancies: 1 Vacancy

Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time 35 hours / week

Start date: As soon as possible

Employer: Pritam Enterprises Inc o/a Gill's Supermarket

## Job requirements

Languages

English

## Education

Secondary (high) school graduation certificate

## Experience

1 to less than 7 months

## Ability to Supervise

5-10 people

## Security and Safety

Basic security clearance

## Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Tight deadlines, Attention to detail

## Personal Suitability

Organized, Flexibility, Effective interpersonal skills, Excellent oral communication, Client focus, Team player, Reliability

## Additional Skills

Order merchandise, Establish work schedules

## Specific Skills

Assign sales workers to duties, Authorize payments by cheque, Authorize return of merchandise, Prepare reports on sales volumes, merchandising and personnel matters, Supervise and co-ordinate activities of workers, Resolve problems that arise, such as customer complaints and supply shortages, Organize and maintain inventory

Work Setting  
Retail business

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In person:

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from 11:00 to 18:00

## Job Title

Cashier

## Job details

Location: UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

Salary: \$13.50 / hour

Vacancies: 2 Vacancies

Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time 35 hours / week

Start date: As soon as possible

Employer: Pritam Enterprises Inc o/a Gill's Supermarket

## Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

Experience an asset

Transportation/Travel Information

Own transportation

Work Conditions and Physical Capabilities

Fast-paced environment, Work under pressure, Physically demanding, Attention to detail, Combination of sitting, standing, walking, Standing for extended periods

Personal Suitability

Accurate, Flexibility, Team player, Excellent oral communication

Business Equipment and Computer Applications

Price scanner, Interac machine, Electronic cash register

Specific Skills

Operate cash register, Process money, cheques and credit/debit card payments, Scan items, Tabulate total payment for goods or services required, Receive payment for goods or services, Calculate daily/shift payments received and reconcile with total sales, Suggestive selling, Stock shelves and clean counter area, Greet customers, Wrap or place merchandise in bags, Provide customer service, Verify the age of customers when selling lottery tickets, alcohol or tobacco products, Monitor all entrances and exits, request proof of payment when necessary

Work Setting  
Retail business

How to apply

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from 11:00 to 18:00

In person:

UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

from 11:00 to 18:00



## Job Title

Material handler

## Job details

Location: UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

Salary: \$18.40 / hour

Vacancies: 2 Vacancies

Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time 35 hours / week

Start date: As soon as possible

Employer: Pritam Enterprises Inc o/a Gill's Supermarket

## Job requirements

Languages

English

Education

No degree, certificate or diploma

Experience

Experience an asset

Work Conditions and Physical Capabilities

Fast-paced environment, Repetitive tasks, Physically demanding

Specific Skills

Operate a variety of equipment to load, unload and move materials and products, Weigh materials and goods, Make labels and attach to goods, Wrap goods, Pack and unpack goods, Organize and maintain inventory, Operate computerized inventory control systems

Weight Handling

Up to 9 kg (20 lbs)

How to apply

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By phone:

204-697-3800

from 11:00 to 18:00

In person:

UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

## Job Title

Retail meat cutter

## Job details

Location: UNIT 22, 2855 PEMBINA HWY Winnipeg, MB R3T 2H5

Salary: \$16.00 / hour

Vacancies: 1 Vacancy

Employment groups: Students, Youth, Persons with disabilities, Indigenous people, Newcomers to Canada

Terms of employment: Permanent, Full time 35 hours / week

Start date: As soon as possible

Employer: Pritam Enterprises Ltd. o/a Gill's Supermarket

## Job requirements

Languages

English

## Education

Secondary (high) school graduation certificate

## Experience

1 to less than 7 months

## Security and Safety

Criminal record check

## Work Conditions and Physical Capabilities

Work under pressure, Tight deadlines, Fast-paced environment, Standing for extended periods, Attention to detail, Hand-eye co-ordination

## Personal Suitability

Accurate, Team player, Reliability, Organized, Judgement, Flexibility, Initiative, Dependability

## Additional Skills

Wrap and package prepared meats

## Specific Skills

Cut, trim and prepare standard cuts of meat, Grind meats, Slice cooked meats, Prepare special orders, Prepare special displays of meats, poultry and fish products, Shape, lace and tie roasts, other meats, poultry and seafood

## Work Setting

Supermarket/grocery store

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