

Administrator

Sobeys

Job Description

Provide customers with friendly and professional service. Execute the required duties for all areas of the Administration Department by cross-training in as many areas as possible to allow for flexibility within the department. Areas of cross-training may include; Human Resources, clerical, store expenses, receiving, file maintenance, fresh inventory, and store audit processes. Execute duties with care and accuracy at all times. Actively contribute to an environment of employee and customer engagement.

Duties:

File Maintenance

- Provide customer service to meet customer needs
- Prepare weekly/ monthly file maintenance updates
- Perform head office maintenance requests
- Maintain store signage, pricing, accuracy and product integrity
- Adhere to and implement all applicable company standards
- Provide store reports to departments as instructed by the Manager/ Administrator
- Perform clerical/ administrative functions as required

Receiving

- Maintain and control receiving area
- Maintain safety and security policies
- Process incoming and out-going inventory
- Maintain external vendor relations • Manage reclamation process

Inventory

- Complete and record inventory count process for Fresh Departments
- Other inventory functions assigned by the Administration Manager Administration
- Maintain SMART standards
- All other administrative duties as required

Requirements:

- Basic mathematical skills
- Ability to work independently in a fast-paced environment
- Ability to operate office computer programs including Microsoft Word and Excel
- Above average oral and written communication skills
- High School Diploma
- Minimum of three months experience

Hours: Full Time & Part Time

Wage: Starting wage dependent on experience & skill

Language Level: Basic Intermediate (Must be able to Communicate Effectively and Understanding Safety Procedure)

Location: Portage La Prairie, Manitoba

Contact:

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