

# I the TBay Market

We Make It, Bake It, Grow It

## Job Description – Market Assistant

**Pay Rate:** \$17.00 / hr  
Permanent part-time after 3-month probation period

**Hours:** 20 hours per week to start  
Days to be determined. Saturday availability is a requirement.

The Market Assistant will have an enthusiasm for local food and products, an interest in supporting small business, and having an understanding of the Thunder Bay Country Market is a strong asset.

The Market Assistant will have an outgoing, customer-service oriented personality, strong problem-solving skills, a can-do attitude and must work well in a small team environment.

### Primary Duties

1. Working with the Market Manager to facilitate the weekly Online Market:
  - processing orders;
  - communicating with vendors;
  - inventory management, including adding new inventory to site;
  - packing orders / order fulfilment;
  - creating and planning special occasion gift baskets for ordering.
2. Working with the Market Manager to facilitate on-site Market Days:
  - Opening and closing procedures;
  - Customer greeting, instructions re sanitation;
  - Answering customer questions re vendors, therefore it is helpful to have a strong understanding of vendors and products available at the Market;
  - Dealing with operational issues as they arise;
  - Customer service at the on-site Market Store.
3. Data Management and Financials:
  - Assisting with weekly reconciliation of Market Store and Online Store sales, including preparing statements;
  - Reconciling a cash float;
  - Previous use of the Square inventory management system would be beneficial;
  - Management of Market gift certificates, including tracking sales and ordering products as needed.
4. Other duties as required
  - Light cleaning and sanitizing surfaces as needed;
  - Office filing.

Interested applicants are invited to submit a single PDF document that will include a current resume and cover letter. Please email completed applications to [manager@tbcm.ca](mailto:manager@tbcm.ca) by Friday, May 29, 2020 at 5:00pm.

Any questions regarding the application or job requirements can be directed to Annet Maurer, Market Manager, via the email listed above or by calling the Thunder Bay Country Market at 622-1406.

*We thank all applicants for their interest,  
however only those candidates selected for interviews will be contacted.*