

I *the* TBay Market

We Make It, Bake It, Grow It

The Thunder Bay Country Market is seeking a part time/ casual employee to grow and operate the market store, and to become a member of the market team, assisting with other operational and administrative functions of the market as needed.

Title:	Market Assistant
Pay Rate:	\$19/hr
Position Type:	Part time/ casual
Start Date:	August 2022
Schedule:	Approximately 15-20 hours per week Flexible scheduling available, some Wednesdays/ Fridays & Saturdays required

Primary Duties:

Working closely with the Market Manager, the Market Assistant will run the market store with the aim of maximizing market store vendor sales and market store vendor relationships. The applicant will have previous proven customer service and/or retail experience, with a creative drive and passion for entrepreneurship, small business and the Thunder Bay community. The marketing side of the position requires strong creative skills, working to engage the community to bring Thunder Bay Country Market to top of mind awareness. This team player will adapt to the ever-changing needs of the position, be a quick learner, ready to jump into new situations, have an open mind to wide varying needs of different stakeholders, and be able to navigate conflicting requests and deadlines.

Qualifications:

- Education and/or experience in business, marketing, social media development
- The ability to balance a creative mind with an analytical approach
- Assets include project &/or event planning, retail &/or customer service experience, dealing with media, relationship development, exceptional writing/communication skills
- Previous experience with website editing is an asset
- Self-starter and problem solver, with the ability for independent working/thinking
- Comfortable working within deadlines, and able to set and articulate plans and goals

- Strong communication skills required to write customer/ vendor/ stakeholder facing communications

Job Description

1) Operations of the Market Store

- a) Opening and closing procedures
- b) Order stock as necessary and track inventory
- c) Ensure store is properly staffed and maintained
- d) Handling the cash float, reconciling the float and making deposits
- e) Market Store vendor relations
- f) Monthly reconciliation of sales and generating statements for vendors
- g) Management of market gift certificates, sales and tracking
- h) Creating and planning special occasion gift baskets for ordering

2) Assisting with marketing and social media

- a) Content planning, creating, and posting
- b) Updating the website as necessary
- c) Assist with special event coordination

3) Administration

- a) Assistance with general office administration
- b) Dealing with operations issues as they arise
- c) Other duties as assigned

The Thunder Bay Country Market is committed to create a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of racialized groups/ visible minorities, Aboriginal persons, persons with disabilities, and persons of any sexual orientation, or gender identity.

Interested applicants are invited to submit a single PDF document that will include a current resume and optional cover letter. Please email completed applications to manager@tbcm.ca,
Attn: April Mercier, ASAP.

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