

Shift Supervisor, Gift Shop (posting 170525)

We currently have a regular full-time opportunity for a Shift Supervisor, Gift Shop in the Sunnybrook Gift Shop at our Bayview and Holland Campuses.

Responsibilities include:

- Drive sales and manage day to day retail operations by providing exceptional service to customers, suppliers, vendors, volunteers, and hospital staff
- Prepare on-line orders for delivery, update website
- Administrative duties including answering email, telephone inquiries, and maintaining inventories
- Contribute to the success of a large and vibrant retail operation by playing a key role in raising funds for patient comfort & care through the operation of a successful hospital gift shop
- Other duties and projects as assigned

Qualifications/Skills:

- Minimum 2 years' experience in a retail environment
- Demonstrated superior retail sales and customer service skills
- Excellent interpersonal and communication skills
- Experience and interest in retail merchandising
- Ability to deal with multiple and conflicting priorities
- Ability to work as team member in a busy environment
- Proficiency with MS Office and POS systems

Additional Skills & Abilities:

- Excellent organizational and time management skills
- Previous experience working with volunteers an asset
- Previous experience with on-line retail is an asset
- Ability to work at two locations; Bayview & Lawrence and Yonge & Wellesley
- Ability to work days, evenings, weekends
- Ability to work standing and lift boxes

To learn more about Sunnybrook Health Sciences Centre, visit us online at www.sunnybrook.ca. To be considered for this exciting opportunity, please apply via <http://sunnybrook.ca/employment/position.asp?c=2&id=3710&page=34014>

Sunnybrook is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

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At Sunnybrook, it's about more than delivering quality patient care, pioneering non-invasive medicine, or exceeding all expectations for customer service excellence. It's about having the opportunity to be more challenged, more engaged, more fulfilled as a professional and as an individual, recognized for your personal contributions to the future of Sunnybrook and of cutting-edge health care.

As one of Canada's premier academic health sciences centres, we impact the lives of one million patients every year who count on us when it matters most. And, as one of Canada's Top 100 Employers, we have a vibrant culture where all members of our team are encouraged to continue to learn and grow, to achieve more, to be more innovative and go the extra mile in their day-to-day encounters with patients, families and each other.

