

FINDING WORK



WALMART CANADA

The Company

Wal-Mart Canada is the third largest employer in Canada averaging one million customers every day in this country. The company has a nationwide team of 83,000 associates.

The company's vision to become Canada's favourite place to work is grounded in three basic beliefs:

1. Respect for the Individual
2. Service to our Customers
3. Striving for Excellence

All employees are bound by the company's Statement of Ethics which may be downloaded from the company's website at www.ethics.walmartstores.com.

The Wainwright store is a Wal-Mart Superstore and employs 54 full time staff, 18 department managers, and 68 part time associates in the following positions:

- Store Manager
- Assistant Managers
- Administration Manager
- Back End Manager
- Front End Manager
- Pharmacy Manager (Pharmacist) and Back Up Pharmacist
- Pharmacy Assistant
- Photo Lab Manager



In addition, the store employs Department Managers who supervise the following departments:

- Pets
- Dairy
- Dry Groceries
- Produce
- Bakery/Deli
- Housewares
- Paint and Hardware
- Toys
- Health and Beauty
- Infants
- Men's Wear
- Ladies' Wear
- Girls' and Boys' Wear
- Jewelry
- Over the counter
- Sports
- Garden Centre(Seasonal)
- Domestic
- Electronics
- Shoes

Other positions include:

- Support Manager (overnight)
- Customer Service Manager
- Sales Associates (who cover the floor)
- Maintenance (Day & Night)
- Stockers (Overnight)
- Receiving Associates
- Truck Unloaders
- In Stock Associates (ISAs)
- Cashiers

To view all available positions across Canada see www.walmart.ca/careers.

The Ideal Candidate

The ideal candidate should have the following attributes:

- Good availability
- Able to work shifts
- Have passion and drive
- Retail experience preferred
- Excellent customer service skills
- Self-motivated
- Ability to work independently
- Well groomed
- Abide by company policies and Statement of Ethics

Sales Associates

- Primary function is customer service
- Stocking shelves
- Tidying, cleaning, facing products
- Maintaining clean, uncluttered area
- Job requires considerable walking, bending, reaching and standing

Cashiers

- Customer service
- Accepting payment by cash, debit card, or credit card
- Maintaining a tidy work area
- Packing and bagging
- Some stocking (e.g. candy)
- Must be able to stand for extended periods of time

In Stock Associates

- Pull out critical picks, stocking up to top up merchandise
- Bin overstocked merchandise
- Heavy lifting on floor if required
- Carry out
- Unloading trucks
- Sorting break packs (multi-item packs)
- Maintaining area, sweeping, mopping, picking up debris
- Generally handle movement of stock to front and back
- Must be physically fit and able to lift heavy items
- Must be 18 years of age or older

Training

All employees are given orientation training on company policies, health and safety through computer based learning. Each employee is given job training with management on a one-to-one basis. The training is job specific and includes job analysis, job description, and risk management.

Wal-Mart provides licensed training on all power equipment, e.g. Fork Lift operation.

Hours of Work

Management typically works a flexible 9 hour day. Department Managers typically work an 8 hour day, including one evening and one weekend. Other positions are subject to shift work within the store hours of 8 a.m. to 10 p.m. 7 days a week. The store closes on Christmas Day only.

Scholarship Programs

The Wal-Mart Canada Associate Scholarship is available to high school students working for Wal-Mart, or whose parents work for Wal-Mart, who intend to continue their education at an accredited Canadian college or university immediately following their graduation from high school. Wal-Mart also offers a Community Scholarship and a Memorial Scholarship to qualified applicants.

Wages and Benefits

Wages are based on work, education and life experience. Wage premiums are paid for overnight shifts. Vacations and vacation pay is in accordance with the *Labour Standards Act*.

Full time associates are offered Bronze or Silver Packages which include a full benefit package and optional cost sharing.

Employees receive a 10% discount on any Wal-Mart purchases. There is a profit sharing program, Shining Star programs, and Work Safe and Health incentives. The company sponsors Christmas parties for management and associates.

How to Apply

Vacancies are typically posted in-store, in the local newspapers and on-line (see www.walmart.ca/careers for job availability and job descriptions).

Interested applicants should apply with resume, and at least two references (preferably work references).

Applicants must also fill out a store application form.

Apply in person or by mail, or fax to:

Personnel
Wainwright Wal-Mart #1062
2901 – 13 Avenue
Wainwright, AB T9W 0A1

Tel: 780 842-3144

Fax: 780 842-3203