

FINDING WORK



GIBSON'S HARDWARE

The Company

Gibson's Home Hardware store has served Wainwright & District for 50 years, and has been operated by the current owners for the past 20 years. As part of the Home Hardware Co-op the store retails general hardware, paint, small and large appliances, giftware, industrial hardware, industrial hydraulics, oilfield supplies, Caterpillar hydraulic hoses, a large inventory of bolts (metric included), suction and pressure hose, Hunting Licences and ammunition and fishing supplies.

Home Hardware stores also feature giftware and seasonal items, including lawn and garden supplies.

The company is a cooperative wholesaler, owned by over 1,000 independent small business operators from every corner of Canada, who operate under one of its four banners: Home Hardware, Home Hardware Building Centre, Home Building Centre and Home Furniture.

The Work

Gibson's Home Hardware employs five full-time and three part-time employees in the following positions: office/clerical, sales associates/cashiers and inventory management.

The store is open Monday through Saturday from 8:00 a.m. to 6:00 p.m. and employees are required to work shifts within these hours. The store is closed Sundays and Statutory Holidays.



The Ideal Candidate

The ideal candidate to work at Gibson's Home Hardware will have the following characteristics and skills:

- Pleasant attitude
- Good customer service skills
- Responsible
- Consistent work habits, with a good work ethic
- Willing to learn
- Retail experience an asset, but not necessary
- Good physical condition – able to climb stairs; stand and walk for lengthy periods of time

Office/Clerical

- Skilled in Accounts Receivable and Accounts Payable
- Able to file documents accurately
- Computer literate (Quick Books an asset)
- Responsible for ordering supplies
- Good telephone etiquette
- Good communication skills

Sales Associates/Cashiers

- Greet and serve customers
- Answer telephone and inquiries
- Enthusiastic and knowledgeable about product lines
- Able to operate cash machine, take payment by debit, credit or cash
- Responsible for restocking of products, pricing products
- Mixing and tinting paint
- Some janitorial work required
- May be required to issue hunting and fishing licences and products
- Senior associate will be responsible for cashing out

Hardware Sales Associates

In addition to the duties above, the Hardware Sales Associates are responsible for:

- Issue hunting and fishing licences and products
- Electrical and plumbing departments
- Hydraulic hose assembly
- Assembling of products such as lawn mowers, wheelbarrows, and barbecues
- Advising customers on products
- Should have excellent product knowledge

Warehouse Receiver/Inventory Control

- Responsible for receiving and shipping freight
- Warehousing stock
- Must have a Class 5 Driver's Licence – some deliveries are required
- Responsible for filling orders

Training

In-house training is provided to all staff. Home Hardware provides specific training on paint, plumbing, electrical products, through seminars and training modules. These training sessions are sponsored by the company.

Salaries and Benefits

Gibson's Home Hardware offers competitive wages, a health care plan and employee discounts on products. Vacations are in accordance with the *Labour Standards Act*.

As a valued member of the Home team, Home Hardware employees enjoy career growth and learning opportunities, offered by a dedicated employer that recognizes and rewards performance. They are part of a direct and open team of smart, motivated individuals who work alongside the Dealer-Owner to provide the best service possible to our customers. We value trust and respect, and thrive on the relationships we build, both inside and outside the store.

How to Apply

The company typically advertises in the local newspapers or by signage on the door.

Interested applicants should apply with a resume. Applicants will also be required to fill out a company application form, and be interviewed.

Apply in person or by fax to:

Brad Gibson
Gibson's Hardware
1025 – 2nd Avenue
Wainwright, AB T9W 1K7

Tel: 780 842-6111

Fax: 780 842-4314