



Kindersley and District Co-operatives Ltd.  
Employment Opportunity  
**Eatonia Farm Supply**  
**Farm Supply Clerk – Part time**

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**Reports to:** Farm Supply Manager

**Department Location:** Kindersley Co-op Home Centre

**Prepared Date:** Nov 13, 2020

**Summary:** Farm Supply Clerk – Part time. Position is located at Eatonia Farm Supply. The successful candidate must possess outstanding customer service skills and be a self-starter. Good interpersonal and communication skills, Class 5 Driver's license is also required.

**Essential Duties and Responsibilities:**

- Provide exceptional customer service.
- Assist Customers with purchase of fuel, hardware and building materials.
- Perform inventory verifications.
- Receive and unload building materials.
- Operate a forklift.
- Perform general housekeeping duties.
- Other duties as required.

**Work Environment:**

- Indoor / Outdoor setting
  - Fast-paced environment, shifting priorities
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## **Kindersley & District Co-operatives Limited: Our Values**

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### *Excellence*

- Strive to be the best
- Surpass expectations

### *Responsibility*

- Accountability matters
- Think and act with integrity

### *Our Vision*

- We lead the market and are invested in our communities

### *Our Mission*

- To provide our customers with top-quality products and outstanding service

### *Our Aspiration*

- Our capable, engaged people build relationships with our customers and promote the Co-op brand, Safe, efficient operations provide value to the members of the co-operative, as we focus on being environmentally responsible and locally invested

**Please submit your application to the Kindersley and District Co-operatives Ltd. – Human Resources Office, no later than Friday November 27, 2020.**

In Person: Administration/Pharmacy – Kindersley Co-op Ltd.  
214 Main Street, Kindersley, SK S0L 1S0

Email: [hrmanager@kindersleycoop.ca](mailto:hrmanager@kindersleycoop.ca)

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