



NOW HIRING

Full Time Keyholder

STATUS:	Full Time	START DATE:	Immediately
POSTING DATE:	February 13, 2017	STORE LOCATION:	360 Evans Ave, Etobicoke

McCarthy's is Canada's leading school uniform and specialty school Apparel Company. Over the last 60 years, we have built our leadership position in Canada by following our mission to be a world-class provider of high quality student uniforms made using socially responsible and sustainable practices.

The Opportunity:

We currently have an opening for a **Full Time Keyholder**. If you are an energetic, sales focused individual that is committed to excellent customer service and looking for a great job, then we want to hear from you!

What We Offer:

- A unique and fun work environment
- Competitive pay
- Merchandise Discounts
- Excellent Paid Training Program
- Opportunities for Growth and Development

As the **Key Holder** your objectives are, but not limited to:

- Taking staff attendance and documenting any late arrivals or absences. This information should be reported to the Leader
- Possessing a thorough working knowledge of the McCarthy cash register/invoice processing system and back order system and procedures
- Authorizing all merchandise exchanges and refunds, ONLY in the absence of the Leadership team
- Picking up and dropping off floats and deposits when necessary
- Training and monitoring all sales associates as well as scheduling breaks (for sales associates during the summer months)
- Opening and closing the store if necessary
- Acting as a role model for other employees
- Proving excellent customer service
- Effectively communicating with the Leader on duty to find out and notify staff of any special instructions or details pertaining to sales or focus weeks, store operations
- Assisting in signing off all paper work when Leadership team is unavailable



- Providing feedback on staff to Leadership team for employee evaluations
- Assisting with all Leader's duties, and act as Leader when necessary
- Updating the staff bulletin board
- Acting as a liaison between staff members and the Store Leadership Team
- Carrying out other duties that may be assigned
- Comply with and adhere to all Health and Safety Laws, Regulations and Company Policies and Procedures at all times when performing business activities (on or off company premises)
- Other duties may be assigned

Qualifications:

Success in this role calls for having a passion for customer service along with strong leadership and organizational skills. In addition, the ideal candidate will have:

- 2+ years of retail experience preferably in a Key Holder position
- Excellent interpersonal skills and ability to work effectively with all levels of management
- Exceptional leadership skills and communication skills
- Ability to work independently and also thrive in a team-oriented and fast-paced environment
- Knowledge of point-of sale devices and systems
- Must have own personal transportation
- **Ability to work flexible shifts including evenings and weekends.**

McCarthy's is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

If you are interested in applying for this position, please forward your cover letter and resume to resumes@mccarthyuniforms.ca We thank all applicants for their interest in joining our team; however, only successful applicants will be contacted for an interview.