

Customer service coordinator - retail (NOC 62023)

Job ID
41443

Mikisew Trading Co. Ltd.

VIEW THIS JOB ONLINE: <https://www.firstnationsjob.com/jobs/41443>

LOCATION	DATE POSTED	EXPIRY DATE	
505 Newman St, Winnipeg, MB Manitoba	27-10-2026	25-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 17.00 per hour	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Mikisew Trading Co. Ltd. is hiring 1 Customer service coordinator - retail (NOC 62023).

Location: 505 Newman St, Winnipeg, MB R3G 2V6. On site; no remote work.

Permanent, full-time employment: 40 hours per week, flexible hours.

Wage: \$17.00 per hour. Start as soon as possible.

Language: English.

Education: Secondary (high) school graduation certificate.

Experience: 7 months to less than 1 year.

Apply by email: sam@mikisew.ca.

Canadian citizens, permanent residents and candidates with a valid Canadian work permit may apply. Indigenous applicants, newcomers and youth who meet the requirements are encouraged to apply.

Job Description

- Authorize routine deposits and withdrawals.
- Co-ordinate activities with other work units or departments.
- Establish work schedules and procedures.
- Examine and verify the accuracy of work.
- Identify workers' training needs.
- Prepare and submit reports.
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality.
- Conduct performance reviews.
- Perform the same duties as workers supervised.
- Recruit and hire staff.
- Co-ordinate, assign and review work.
- Maintain operation of computer systems, equipment and machinery and arrange repair work to ensure business continuity and customer service delivery.
- Organize and maintain inventory.