



Student Association of George Brown College

Job Title:	TTC Sales Staff	Job Category:	Support Staff
Department/Group:	Collaborative Programs	Job Code/ Req#:	
Location:	Casa Loma, St. James (include Satellite locations) , and Waterfront Campus	Travel Required:	Yes
Level/Salary Range:	\$14.25/hr (Works the last 5 business days of each Month)	Position Type:	Temporary-Part-Time
HR Contact:	humanresources@sagbc.ca	Start-End Date:	Aug.2017 – Apr. 2018
Will Train Applicant(s):	Yes	Posting Expires:	July 2, 2017 by 11:59PM

E-mail:humanresources@sagbc.ca

Attention: HR Department

Subject Line: <your name>: TTC Sales Staff Application

Instructions: Please include cover letter and résumé

Job Description:

TTC Metropass Sales Staff are responsible for conducting Metropass sales within George Brown College. This position requires a flexible schedule with availability being an asset. Sales staff will conduct sales using Debit/Credit and POS systems, and will also be responsible for performing daily reconciliation duties.

General Responsibilities:

- Front line sales representative – collecting debit/credit payments and distributing passes.
- Reconciliation of passes and daily tracking before and after every shift.
- Recording of sales and customer information within Point-of-Sale (POS) system.
- Line-control management.

Requirements:

- Experience working with debit/credit machines and conducting cash sales
- Experience using Excel and POS based systems
- Ability to multitask
- An outgoing, positive and friendly attitude
- High degree of customer service orientated skills
- Previous experience in retail related fields is an asset
- Excellent interpersonal and communication skills
- Must be able to work well under pressure
- Organizational skills are a must
- Ability to work in a team environment, take initiative and work independently
- Must be flexible with availability

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.