



# Counter Attendant

Burnaby, BC

**Reports to: Branch Manager  
Sales Int.**

**Department:**

## Scope of the Position

The Counter staff is responsible for looking after all customers that come in, entering orders and picking orders. They must maintain professionalism and have necessary knowledge and information about the required products. The Counter staff is responsible for dealing with cash, debit, and credit sales made and any other duties assigned to them by the management.

## Major Responsibilities

- The Counter staff is responsible for looking after all customers coming in to the facility to place an order or pick up stock.
- The Counter staff is responsible for answering any questions customers may have.
- They must enter orders into the system and pick orders for customers.
- They must have proficient knowledge of REW's products.
- The Counter staff is responsible for preparing merchandise and coordinating customer pickups.
- The attendant is responsible for carrying out assigned housekeeping tasks and for carrying out any other duties assigned by management.

## Skills and Qualifications

- 1-3 years' experience working in the electrical industry
- 1-3 years' working knowledge of electrical products
- Ability to multitask and prioritize
- Excellent communication skills, both written and verbal
- Money handling skills
- Good health and physical strength
- Accuracy in following instructions
- Customer-service orientation
- Takes initiative in to day to day activities
- Maintains a professional demeanor while handling customers

**Application Method: [jobs@robertson-electirc.com](mailto:jobs@robertson-electirc.com) Be sure to mention the Job Title in your subject line.**

*Robertson Electric is an equal opportunity employer.*

*Please be informed that the position is conditional upon successful completion of a Mandatory Criminal background check. We wish to thank all applicants for their interest but advise that only those selected for an interview will be contacted.*

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