



Job Title: Part-Time Tobacco Clerk

Location: Tmawei Bayside, Paqtnkek Mi'kmaw Nation

Employment Type: Full-Time

Tmawei Bayside is seeking a reliable and customer-focused Part-Time Tobacco Clerk to join our team.

- **Responsibilities include:**
 - Assisting customers in a courteous and professional manner
 - Processing sales transactions accurately and efficiently
 - Stocking, organizing, and maintaining tobacco inventory
 - Ensuring compliance with all tobacco regulations and age-verification requirements
 - Keeping the work area clean and organized
 - Supporting overall operations at Tmawei Bayside as needed
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Qualifications:

- Strong customer service skills
 - Ability to work flexible shifts, including evenings and weekends
 - Reliable and punctual
 - Previous retail or cash-handling experience an asset but not required
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To Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience

To: David Kearns, Human Resources Director - Paqtnkek Mi'kmaw Nation

Email: jobs@paqtnkek.ca

Subject Line: Part-Time Tobacco Clerk

Or: Deliver in person to the front desk at Paqtnkek Band Office during business hours.

Paqtnkek Mi'kmaw Nation is committed to diversity and inclusion in the workplace and encourages applications from qualified Indigenous candidates and all others who meet the qualifications.

Thank you for your interest. Only those selected for an interview will be contacted.

