

# RETAIL COORDINATOR

## (TEMPORARY - PART-TIME 5-6 WEEKS)

ST. JOHN'S

CLOSING DATE: MARCH 2, 2018, 4:00 PM

Newfoundland Power is currently seeking an outgoing and energetic individual to join our Team as a representative for the takeCHARGE Instant Rebate Program. Launched in 2014, this program encourages use of energy efficient products for the home by offering at-the-cash discounts on a variety products like LED lighting, motion sensors, timers and dimmers, to name a few. In-store events during the promotional period will raise customers' awareness of the discounts and encourage use of more energy efficient products. The campaign will run from April 6 - May 6, 2018. Applicants must be available for work starting the week of March 26th.

Newfoundland Power is committed to building a diverse workforce representative of the communities/ customers we serve and highly encourages qualified candidates with disabilities to apply. While we thank all applicants for their interest, only short-listed candidates will be contacted.

### Key responsibilities include:

- Travel in your area for store visits to ensure promotional materials are stocked and displayed; measure and record retail shelf space; verify SKU numbers and inventory levels and match with corresponding numbers on store signage; monitor and document retailer program participation and provide weekly reports. **More specifically, this would include:**
- Interact with your assigned retail store contacts to deliver package of point of purchase material. Box is approximately 25 lbs. This delivery is vital to the success of the campaign and must be delivered to the appropriate contact
- Return to each of your assigned retail store locations once the campaign has started to ensure the takeCHARGE point of purchase material is in place
- Measure multiple shelves throughout a retail store and record measurements
- Verify stock keeping unit (SKU) numbers on store products and match these SKUs with corresponding numbers on takeCHARGE store signage. Once verified, record confirmation. You could be required to verify 100 or more SKUs at one retail store
- Confirm retail store inventory levels with corresponding SKU numbers provided by Newfoundland Power and record
- Evaluate retailer program participation based on store visits and events and provide weekly reports using Microsoft Word that must be emailed to Newfoundland Power
- Ability to travel independently in your area to retail store locations

### Additional responsibilities may include:

- Set-up and delivery of scheduled events at specific retail locations while providing excellent customer service and education around energy conservation. **More specifically, this would include:**
- The ability to transport boxes and supplies into and out of retail store. Boxes are approximately 40 lbs or less
- Interact with retail store contacts regarding event display location and supplies
- Setup event display according to template provided
- Be proactive in interacting with customers who enter the store and educate them on the benefits of energy efficient products
- Tear down event display at the end of each event. Events are usually 4 hours long, plus time needed to setup and tear down
- You would be required to work a maximum of 20 hours per week and could have 2-3 events per week

### Important Attributes:

- You are detail oriented, organized and punctual
- You are a conscientious team player with a friendly and professional manner and appearance with a strong ability to multi-task and work independently
- You thrive on providing exceptional customer service and possess excellent communication and people skills as well as an interest in energy conservation
- You are currently enrolled in or have completed post-secondary studies
- Retail sales, marketing or community involvement experience would be a definite asset

### Eligibility Criteria:

- Self-identified as person with a disability

Please send applications in Word or PDF formats to: [laura@inclusionNL.ca](mailto:laura@inclusionNL.ca)