



Job Posting - Parts Clerk

Skydive Toronto is currently looking for 1 person to join our team, who has interest in being our retail/parts clerk.

Job Requirements: Drivers license (public transport is not available), Full-time student status.

Term of Employment: Seasonal, full time, weekdays and weekends.

Work Site Environment: Airfield - rural area, inside an aviation hangar.

Start Date: Immediately

Location: Cookstown Aerodrome, Innisfil, Ontario

Education: Secondary (high-school) graduation certificate.

Language: English

Experience: Previous experience in an office and/or retail environment is an asset but not necessary. We'll provide training if necessary.

Specific Skills:

- attention to detail
- fast paced environment
- standing for extended periods of time
- maintenance of our facility
 - cleaning hangar inside & outside
- answering telephone calls & taking reservations
- answering emails
- store items in warehouse, tool room or supply area
- manage supply & product
- prepare & track orders
- handle cash transactions
- odd job's related to his position and the service that the business offers
- set-up displays of retail parts & accessories

*****Personal Suitability:** Dependable, reliable, able to work independently and take initiative.

Remuneration: \$11.25/hour

Hours: Up to 38 hours per week.

Marketed to: Students

Apply to: Email Chelsea@skydivetoronto.com

Website: <http://www.skydivetoronto.com>

While we appreciate all applications, only those selected for an interview will be contacted.