

FINDING

Work at ...

Informing
Attracting
Developing
Retaining



MEDICINE HAT CO-OP

Company Background

Medicine Hat Co-op has been providing grocery, petroleum, and agricultural products to area residents for over 50 years. The company has always believed the strength of their business is based on the friendly, customer-oriented staff they employ. Their customers enjoy the relationship they have with the staff who provide them with courteous, efficient service.



The following facilities are owned and operated in Medicine Hat and surrounding area:

- 13th Ave SE Marketplace Food Store, Medicine Hat
- 13th Ave SE Service Station, Medicine Hat
- Service Centre for Agro and Hardware products on 16th St. SW, Medicine Hat
- Bulk Petroleum / Cardlock at 30th St. SW, Medicine Hat
- Cardlock at Dunmore and Cardlock at Redcliff
- Gas Bar and Car Wash on Maple Ave SE, Medicine Hat
- Northlands Marketplace Food Store on Northlands Way, Medicine Hat
- Gas Bar and Car Wash on Northlands Bay, Medicine Hat
- Gas Bar and Convenience Store, Oyen (Hwy #41 & 9)
- Bulk Petroleum / Cardlock, Oyen, AB
- Gas Bar, Dunmore, AB
- Liquor Store at Northlands Marketplace, Medicine Hat

Types & Nature of Work

Medicine Hat Co-op has approximately 250 employees operating in a variety of different positions. Being part of the Co-op Retailing System, there are opportunities for advancement both locally and across Western Canada.

Following is a list of positions available at Medicine Hat Co-op:

- 1. Food Clerk/Store Clerk**
 - Replenish stock of merchandise, customer service, facing grocery shelves, bagging groceries and assisting customers with product location.
- 2. Produce Clerk**
 - Stocking counters, backroom maintenance, customer service and preparation of product for sale.
- 3. Clerk Cashier**
 - Operating check out, bagging groceries, facing grocery shelves and assisting customers.
- 4. Gas Bar Attendant / Cashier**
 - Operating computerized cash register, running reports, prompt response to customer service, open and close duties.
- 5. Deli Clerk**
 - Prep of salads, meats, sandwiches, pizza, etc. and customer service.
- 6. Bakery**
 - Production of product for sale including mixing, proofing, and baking.
- 7. Office Clerk / Payroll Clerk**
 - Customer service, accounting services for various departments, processing daily sales, weekly payables, accounts receivable, payroll, membership applications, and customer inquiries.
- 8. Bakery Clerk**
 - Packaging and display of baked goods; customer service and inventory rotation.
- 9. Pharmacy Technician**
 - Replenish stock of merchandise on the sales floor and in the backroom, customer service, and dispensary competence.





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10. Bulk Delivery Driver

- Delivery of petroleum products to farmers and commercial members with prompt response to customer inquiries. A class 3 license with a clean driving abstract is required.



11. Warehouse / Hardware Sales at Service Centre

- Receive inventory, customer service, load customer products (hardware and agro products), stock shelves, handle cash and work with customers.

Ideal Candidate Qualifications

The Co-op seeks dynamic, energetic and customer-service driven individuals to fill available positions on their team. They have competitive wages, excellent benefits, flexible hours and an environment that fosters growth, development and advancement.



Training Opportunities

The company offers on-the-job training for most of their positions. In addition, Medicine Hat Co-op encourages their employees to take part in classes, seminars and courses that will expand their knowledge and assist them in their current positions or in any future positions they advance to.

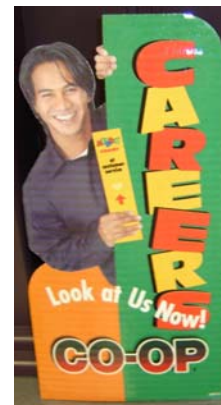
As part of the Co-op Retailing System, Medicine Hat Co-op is one of over 300 retail co-operatives across Western Canada and offers many development opportunities with top-notch in-house training as well as an educational assistance program.

The Co-op offers diverse career opportunities, training and development and career advancement.

How to Apply

Individuals interested in applying to the Medicine Hat Co-op can submit a resume or complete an employment application form. Employment application forms are available at any of the Medicine Hat Co-op locations as well as on their website. Apply in person, by fax, on-line or by email.

Please indicate what areas you would potentially be interested in as well as any work restrictions you may have. Human Resources will review your application and contact you if there are positions that may be a good fit for what you are looking for.



Contact Information

Medicine Hat Co-op

Attention: Human Resources Manager
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