

**Job Title:** *Head of Retail*  
**Location:** 40 OWL Lane, Foresters Falls, Ontario, K0J1V0  
**Cost of Living:** \$10/day (3 meals/ day, [tent platform](#) and staff benefits)  
**Salary:** \$115/day

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**Company:** [OWL Rafting](#), est. 1981, is a Whitewater Rafting Company and Resort based out of Foresters Falls in Ontario, Canada. As a part of the Tourism Industry, we offer Guided Family, and High Adventure Rafting trips on the Ottawa River. Our season begins mid- May and finishes mid-September.

**Job Description:**

Our retail store is where we first welcome all Rafters. Stocked with souvenirs, clothing, and lights snacks; we are seeking an enthusiastic, team-oriented and friendly individual, with experience in retail management & merchandising, to head up our bustling sales floor.

**Responsibilities:**

- Manage the Retail System and Inventory (Smart Vendor) keeping accurate records
- Customer service, including reservation administration by phone and email
- Retail sales, along with merchandising, stocking and cleaning the store
- Communication with retail suppliers by phone & email
- Process payments, perform accounting, balance daily income and prepare necessary daily reports
- Work collaboratively with other staff and teams at OWL, performing other duties as assigned

**Job Requirements:**

- Strong written and verbal communication skills (phone, email and in person)
- Ability to work effectively in a fast paced environment and as a team member
- Interpersonal skills, positive problem-solving skills, punctual and motivated
- Excellent computer and data entry abilities
- Previous experience in retail or customer service an asset
- First Aid and CPR Certificate
- WHMIS and Health & Safety Certificates (info on how to obtain provided with the job offer)
- A valid driver's license an asset
- Aged 19 & up

**Additional Application Information:**

We ask for a **2 year minimum commitment** from all new staff for training, and to maintain a quality experience for our customers from season to season. Please check out our website [owlrafting.com](#) to learn more about us. If you have any questions please feel free to call. While the deadline is April 30th, we recommend contacting us ASAP as spots are filling up.

**Please send a Cover Letter, Resume and 3 References to: [raft@owlrafting.com](mailto:raft@owlrafting.com)**

**[raft@owlrafting.com](mailto:raft@owlrafting.com) | [www.owlrafting.com](http://www.owlrafting.com) | 1-800-461-7238**

**Summer** Tel: 613-646-2263 Fax: 613-646-2307 Box 29, 40 OWL Lane, Foresters Falls, Ontario, K0J 1V0  
**Winter** Tel: 613-238-7238 Fax: 613-234-4097 39 First Ave, Ottawa, Ontario, K1S 2G1