



Toronto • Richmond Hill

Employment Opportunity

Position:	Customer Service Representative
Location:	Toronto and Richmond Hill
Supervisor:	Store Manager
Hours:	4 hours per week minimum
Compensation:	\$11.60 per hour
Application Deadline:	Until the positions are filled
Apply to:	Applicants are to email resumes to the Toronto store manager Serena, serena@eplanetx.net . Applications will only be accepted via email. Please indicate which location you are applying to on application.

Profile:

Planet X is a collectible retail business with locations in Toronto and Richmond Hill. In the past 25 years, it has showcased to its community a large assortment of pop-culture memorabilia and print material. This includes comics, toys, statues, games, and other related merchandise.

Duties & Responsibilities:

- Filing and organizing comics
- Assisting customers with their questions and purchases
- Restocking and merchandising product
- Cash register duties
- Assisting with dusting and vacuuming
- Other duties as assigned

Qualifications:

- Proficiency in reading, writing, and speaking in the English language.
- Proven customer service experience with an excellent positive attitude.
- Proven computer skills.
- Demonstrated attention to detail in previous experience.
- Previous experience in cash register transactions.

Working Conditions:

- Shift scheduling will be during the weekdays and weekends, with a possibility of on-call when needed.

- Applicant must be able to lift and carry a maximum of 20 lbs., and may be asked to work at heights of up to 5 feet.
- Applicant will be interacting with dust.