

Jobs in Gannawarra

Employer: Super IGA

Contact: Wendy McGlone

Location: Cohuna

Industry: Retail – Marketing and Customer Service

Roles available: Juniors (Under 18), Seniors, Area Managers



How do you promote employment vacancies?

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| <input checked="" type="checkbox"/> Word of mouth | <input type="checkbox"/> Local newspaper |
| <input type="checkbox"/> On-line | <input type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Employment agency – Work Skills Kerang
and Swan Hill | <input checked="" type="checkbox"/> Other |

Positions are rarely advertised, a lot of employees return to take on work during their University holidays etc.

How can young people apply for jobs?

You can post your resume with a cover letter to the company. From that point you may be contacted and interviewed as positions come up. Thought is appreciated with reference to the content of your cover letters; think about your skills set and what you want to convey. Remember that your work history and listed personal references (if no prior work experience) will be checked. Don't be afraid to show initiative and follow-up/enquire if your application has been received.

Super IGA is looking for people with qualifications (like the completion of your secondary school education) due to the demands of the role which involve:

- Customer service
- Stock ordering and maintenance
- Product knowledge
- Accounting

Young people from the age of 15 and a half can apply for positions. The company generally looks to employ new staff at the end of the year as staff may be going off to University etc. For those aged 17 and over, you will be encouraged to get your Responsible Serving of Alcohol qualification so that you can work in the bottle shop area of the store. This can be gained through Neighbourhood House, or done independently at school.

What are your tips to young people looking for work?

A prospective employee needs to be personable - able to greet customers in a friendly way and to make them feel special; because they are. A big part of the job is to encourage repeat business.

You need to have an excellent work ethic. Be prepared to work; it's a professional environment. The store must look as tidy at the end of the day for the customers shopping, as it did at the start. Your professionalism also needs to be demonstrated in your appearance. Presentation counts.

Be prepared to encounter a steep learning curve when you commence a position at Super IGA - there will be a lot of training involved in the initial stages.

Do not have mum or dad ring about a job on your behalf. If you do not have the confidence to come and enquire about a job independently, you may like to reflect and re-think the whole thing.