

FINDING WORK



WILLERTON SKI-DOO AND GOLF CART LTD.

The Company

Willerton Ski-Doo & Golf Cart Ltd. has been in operation in Wainwright and surrounding area since November of 1971. The company has been in its present location since September 2001. Independently owned and operated, the company sells recreational vehicles, including snowmobiles, quads, side-by-sides, and Bombardier Recreational Products. The company also retails all equipment parts and accessories, as well as a clothing wear for Bombardier and Choko.

The company also sells Husqvarna lawn equipment, trimmers, push mowers, riding mowers and chainsaws, Easy Go golf carts, and parts and accessories to complement your purchase. The company also handles custom orders for Continental Cargo trailers.

In addition to retail sales, Willerton Ski-Doo also provides a prompt and reliable repair service on all makes and models of recreational vehicles.

The Work

Employees work in clean and safe sales and shop areas. Technicians and shop personnel may be required to work offsite occasionally.

The company currently employs 10 full time employees in the following areas: Bookkeeping, Parts, Sales and Service.



The Ideal Candidate

The ideal candidate will have the following attributes:

- A willingness to learn
- Experience in position applied for
- Well groomed and presentable
- Good communication skills
- Computer literate
- Works well with others
- Excellent customer service skills
- Knowledge of product lines a definite asset

Bookkeeper

- Must be skilled in Accounts Receivable and Accounts Payable
- Must be computer literate
- Familiarity with accounting software a definite asset
- Performs general office management and administration, including filing, telephone and reception
- Must have excellent customer service skills
- Good communication skills essential

Parts

- Good customer service and communication skills required
- Ability to determine customers' needs
- Sale of parts
- Computer literate
- Ability to take payment in cash, or by debit or credit card
- Ability to complete financing arrangements
- Provides general maintenance of sales and parts area

Service Technicians

- Journeyman status preferred
- Experience in servicing small engines required
- Must be mechanically inclined
- Should have good communication and customer service skills
- Should be responsive to customers' needs

Sales

- Must be outgoing, with excellent customer service skills
- Experience in sales of recreational vehicles a definite asset
- Knowledge of product essential
- Willingness to learn and keep informed on new product lines

Training

In house training is provided to all employees.

Hours of Work

Business hours are typically 8:00 a.m. to 5:30 p.m. Monday to Friday, and 9:00 a.m. to 3:00 p.m. on Saturday (except July and August). The business is closed on Sundays and Statutory Holidays.

Salary and Benefits

Salaries are competitive and commensurate with experience and qualifications. Vacations are in accordance with the provisions of the *Labour Standards Act*.

The company provides employee discounts, and also sponsors company events.

How to Apply

The company typically recruits by advertising in the local newspaper.

Interested applicants should provide a resume, proof of qualifications and at least two references. Apprentices are welcome to apply.

Apply in person to:

Bruce Willerton
Willerton Ski-Doo & Golf Cart Ltd.
1802 – 14 Avenue
Wainwright, AB T9W 1L2

Tel: 780 842-4775
Fax: 780 842-6018
Email: wilskido@mcsnet.ca