



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

Our **Parliamentary Information and Research Service (PIRS)** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations.

We are currently looking for candidates to staff the following position: **Coordinator, Retail Program**.

The Parliament of Canada receives approximately half a million visitors each year. These visitors all have access to the Parliamentary Boutique. Parliamentarians and their staff, employees of the Senate and the House of Commons, and hundreds of visitors drop by the Boutique each day, especially during the peak season. The Parliamentary Boutique has a mandate to enhance the experience of visitors and staff by offering a variety of products that are directly related to Parliament Hill, and whose quality, value and function reflect the importance, official character and traditions of Parliament, while providing a source of revenue for the funding of special projects.

A Coordinator is required to plan, coordinate and oversee the Boutique's activities. The Coordinator will report to the Chief, Retail Program, and will supervise the Boutique's staff.

## **Coordinator, Retail Program**

### **Public Education Programs Parliamentary Information and Research Service**

*Indeterminate*

**MPA-3 (\$67,417–\$79,751)**  
(Bilingual staffing – imperative: BBC/BBC)

**For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.**

**The following knowledge criteria will also be evaluated:**

- Knowledge of customer service and retail practices, with a particular emphasis on receiving and managing inventory, as well as inventory control efforts
- Knowledge of product development practices, with a particular emphasis on seeking and managing suppliers, quality control and marketing
- Knowledge of financial policies and procedures, with a particular emphasis on procurement processes and contract management
- Knowledge of how to implement and operate a point-of-sale system
- Knowledge of general human resources and staffing practices

**To be considered, candidates must have:**

- A post-secondary diploma in a field related to the position OR and acceptable combination of education, training and experience
- Experience supervising in a client service or retail environment
- Experience hiring, training and supervising employees
- Experience creating and maintaining strong relationships with various vendors, suppliers and other stakeholders
- Experience developing products, purchasing and managing inventory
- Experience preparing financial reports and compiling daily and monthly financial data

**Candidates retained in this selection process will be required to obtain:**

- A successful second-language evaluation (Bilingual staffing – imperative: [BBC/BBC](#))
- A successful pre-employment screening

**Additional Information:**

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- This selection process will include a second-language evaluation, a written qualifying exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.



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- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament is committed to employment equity.
- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

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**Apply no later than 20 January 2019 – 11:59 p.m. (Eastern Time).**

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 18-LOP-271** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: [lopres@parl.gc.ca](mailto:lopres@parl.gc.ca)

By fax: 613-995-9582

By mail: 50 O'Connor Street  
Library of Parliament  
Human Resources Directorate  
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-617-0943 or [lopres@parl.gc.ca](mailto:lopres@parl.gc.ca).

**We thank all those who apply. Please note that only those selected for further consideration will be contacted.**