

**TEMPORARY FOREIGN WORKER PROGRAM**  
**OCCUPATIONAL PROFILE FOR EXPEDITED LABOUR MARKET OPINIONS**  
**RETAIL SALESPERSONS AND SALES CLERKS**

**Section A: OCCUPATIONAL PROFILE**

**JOB DESCRIPTION:**

Retail salespersons and sales clerks sell, rent or lease a range of technical and non-technical goods and services directly to consumers. They are employed by stores and other retail businesses, wholesale businesses that sell on a retail basis to the public.

**MAIN DUTIES:**

Retail salespersons and sales clerks perform some or all of the following duties:

- Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase, rental or lease.
- Advise customers on use and care of merchandise, and provide advice concerning specialized products or services.
- Estimate or quote prices, credit terms, trade-in allowances, warranties and delivery dates.
- Prepare merchandise for purchase, rental or lease.
- Prepare sales, rental or leasing contracts and accept cash, cheque, credit card or automatic debit payment.
- Assist in display of merchandise.
- Maintain sales records for inventory control.
- Operate computerized inventory record keeping and re-ordering systems.
- May conduct sales transactions through Internet-based electronic commerce.

**EMPLOYMENT REQUIREMENTS:**

- Completion of secondary school may be required.
- A university degree or college diploma may be required by some employers.
- Specific subject matter courses or training may be required.
- Demonstrated sales ability and product knowledge are usually required for retail salespersons who sell complex or valuable merchandise, such as automobiles, antiques or computers.

## PREVAILING WAGE RATES BY SUB-REGION:

### ALBERTA

Geographic Area	Wage (per hour)
Calgary/Banff/Drumheller	\$13.26
Edmonton	\$12.75
Fort-McMurray	\$13.41
St. Paul/Lloydminster	\$11.75
Grande Prairie/Slave Lake/Jasper	\$12.20
Lethbridge/Medicine Hat/Crowsnest Pass	\$10.60
Red Deer/Camrose/Wetaskiwin/Rocky/Olds	\$11.48

### BRITISH COLUMBIA

Geographic Area	Wage (per hour)
Lower Mainland Southwest	\$11.97
Northern British Columbia	\$11.04
Thompson Okanagan Kootenay	\$11.47
Vancouver Island	\$11.76

## PROVINCIAL LABOUR STANDARDS:

In **Alberta** refer to: [Alberta Employment, Immigration and Industry, Employment Standards Programs](#)

In **British Columbia** refer to: [Ministry of Labour and Citizen's Service, Employment Standards Branch](#)

## PROVINCIAL CERTIFICATION REQUIREMENTS:

N/A

## LABOUR MARKET OPINION FACTORS:

Refer to the [Temporary Foreign Worker Program](#) website to obtain the Labour Market Opinion factors used to assess an employer's request to hire a temporary foreign worker.

This particular occupation falls under NOC C or D skill level (of the [National Occupational Classification matrix](#)), therefore, in order to receive a confirmed expedited labour market opinion, employers must attest that they have met the additional provisions of the [Pilot Project for Occupations Requiring Lower Levels of Formal Training](#), as indicated on the TFWP website.