



CREATIVE CATERING & TAKE HOME FOOD SHOP

IT & Administrative Support

Thyme & Again Creative Catering and Take-Home Food Shop is seeking a creative, solution based individual to help support our back of house operations. The successful applicant will join the team facilitating our point of sales system, supporting inventory management & the maintenance of our online presence, including an e-commerce platform.

Qualifications & Job Summary:

Provide support in the management of a WordPress website including responsive front end programming.

Build and maintain products, set guidelines and regulatory functions while aiding in the overall maintenance of an e-commerce platform.

Help to maintain and troubleshoot an integrated Point of Sales system.

Help in the implementation and maintenance of inventory.

Provide internal IT support

Ability to troubleshoot various issues relating to the maintenance and operation of POS systems.

Ideal Candidate Has:

- Experience in editing & publishing content in WordPress
- Experience installing & adjusting settings/appearance of WordPress themes & plugins is an asset
- Ability to diagnose problems and provide support for a wide range of applications.
- Exceptional written and oral communication skills.
- Excellent multitasking abilities and prioritization skills.
- Willingness to learn and master new frameworks and solve technical issues in a fast paced & energetic environment.

→ Please send your resume to hr@thymeandagain.ca