



## *Career Opportunity*

### **Assistant Store Manager**

### **Little Child Holdings LP – Cowessess Gas & Grocery Store 1**

#### **JOB DESCRIPTION**

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Little Child Holdings LP is seeking to fill a new Assistant Store Manager position for the Cowessess Gas & Grocery Stores. The position is based at Cowessess Gas & Grocery Store 1 which is located on the Cowessess First Nation. Working closely with the Store Manager, the Assistant Store Manager will be responsible to provide operational leadership, ensure profitability, safeguard assets, manage staff, control inventory and provide a safe environment for staff and customers. The Assistant Store Manager must lead by example to ensure high standards of customer service are provided in order to encourage repeat business.

#### **RESPONSIBILITIES**

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##### **Reporting**

- ❖ The Assistant Store Manager directly reports to the Store Manager and is responsible for the day-to-day operations of the business location.
- ❖ The Assistant Store Manager is responsible for providing operational reports on a regular basis to the Store Manager and Finance Department.

##### **Location of Work**

- ❖ The Assistant Store Manager will be initially responsible for overseeing the Store 1 location; however, oversight at Store 2 will be required occasionally for cover off and mentoring. Work location may be adjusted in the future to align with the needs of the business.

##### **Staffing**

The Assistant Store Manager will:

- ❖ Work with the Store Manager and Human Resources on recruitment, hiring, providing orientation and training;
- ❖ Supervise staff;
- ❖ Schedule staff, assign duties and follow up on work assignments and results;
- ❖ Coach and counsel employees, monitor job performance and, in conjunction with the Store Manager, complete and communicate regular performance evaluations to the staff;
- ❖ Review employee timecards and work with Finance on payroll issues where required;
- ❖ Develop strong working relationships with co-workers and promote teamwork; and
- ❖ Communicate effectively with staff and senior management.



## Financial Management

In conjunction with the Store Manager and Finance Department, the Assistant Store Manager will:

- ❖ Supervise product ordering and cost entering, monitor stock levels, rotate stock and update pricing to maintain product margins;
- ❖ Ensure the established controls and procedures for cash counts are followed;
- ❖ Provide regular reports and information as required including daily sales and shift end reconciliations and counts;
- ❖ Perform regular reviews of the charge account balances, authorize new accounts and facilitate collections of overdue accounts;
- ❖ Supervise periodic and year-end inventory counts;
- ❖ Secure inventory and minimize cash resources on hand;
- ❖ Implement and monitor loss prevention controls and procedures;
- ❖ Review financial performance, investigate variances and initiate corrective measures where necessary;
- ❖ Coordinate regular bank deposits; and
- ❖ Assist the Finance Department with regular reconciliations where required.

## Operational

The Assistant Store Manager will:

- ❖ Monitor and assess computer hardware and software, point-of-sale and other systems to ensure they remain functional and cost effective;
- ❖ Ensure the physical security and integrity of the business and safe operations of the overall site;
- ❖ Implement and monitor workplace safety best practices and Occupational Health & Safety regulations including cleanliness and neatness;
- ❖ Be responsible to ensure permits and insurance are in place for all areas of store operations;
- ❖ Be responsible to implement and apply policies and procedures;
- ❖ Act as a liaison and point of contact with vendors with regard to inventory;
- ❖ Ensure that the ESSO operational terms and conditions are being fulfilled and that the promotional programs are monitored as required;
- ❖ Recommend sales promotions, clearances, discount plans, displays and other customer attractions to the Store Manager and implement them as applicable;
- ❖ Maintain an online shared filing system; and
- ❖ Perform other duties that may be periodically assigned.

## Customer Focus

In conjunction with the Store Manager, the Assistant Store Manager will:

- ❖ Develop and implement marketing and operational plans, strategies and the goals and objectives of Cowesses Gas & Grocery;
- ❖ Assess current customer requests and develop strategies to attract new customers;
- ❖ Establish a rapport with potential and existing customers and vendors;
- ❖ Represent Cowesses Gas & Grocery at public functions where required; and



- ❖ Ensure customer complaints are addressed and handled professionally leaving the customer with a positive resolution.

## QUALIFICATIONS

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### Education

- ❖ Training in business administration, hospitality and/or customer service is preferred.

### Skills and Experience

- ❖ At least five (5) years' work experience in retail gas or convenience store operations and supervision.
- ❖ Knowledgeable in business management.
- ❖ Ability to plan, lead and train employees.
- ❖ Ability to communicate and apply policies and procedures.
- ❖ Skilled at critical thinking, decision making and managing time.
- ❖ Skilled at written and verbal communication.
- ❖ Skilled at directing people and delegating tasks.

## OTHER INFORMATION

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### Compensation and Requirements

- ❖ Compensation to be determined based on the candidate's level of experience and qualifications.
- ❖ The candidate must possess a valid Saskatchewan Class 5 driver's license and must maintain this during the term of employment.
- ❖ The candidate will be required to use a personal vehicle for travel; reimbursement for mileage will be available as per policy.

Please submit resume and cover letter to [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com) by **Wednesday, July 21, 2021 at 4:30 PM**. The cover letter should outline your interest in this position, the skill set you bring along with your compensation expectations.

For more information on this opportunity, please contact the Store Manager, Davinderjit Singh, via email at [davinderjit.singh@cowessessfn.com](mailto:davinderjit.singh@cowessessfn.com) or at (306) 359-6777.