



STURGEON LAKE CREE NATION

WWW.STURGEONLAKE.CA 780-524-3307 BOX 757 VALLEYVIEW, AB T0H-3N0

EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation is seeking an individual to fill the full-time permanent position of:

NAMES SAKAHIKAN ATAWIKAMIK LTD. - MANAGER

Reporting to Retail Operations Specialist, Gas Station and Store Manager oversees all areas of day-to-day operations such as inventory ordering, maintaining the store image, customer service and the supervision of sales staff. The Manager will monitor all controllable expenses and keep them within their assigned budget. They must determine stock needs, interact positively with vendors and customers, monitor receiving goods, maintain store inventory, and minimize waste and shortages. It is their main clerical accounting duty to reconcile all proceeds from the sale of gasoline and convenience store merchandise on a daily basis. The Store Manager is responsible for ensuring the store adheres to brand policies and procedures, as well as increase sales.

Main responsibilities:

- Plan, oversee and evaluate the operations of Centex gas station and the retail store.
- Ensure established work practice and procedures are followed and develop new ones when needed.
- Maintain specified inventory and purchase merchandise; place weekly/semi-monthly/monthly orders of purchasing from all vendors.
- Maintain records of inventory, repairs, sales, and wastages.
- Develop and implement sales strategies to grow store sales performance.
- Maintain high customer service environment and resolve customer complaints.
- Determine staffing requirements and hire or oversee hiring of staff.
- Supervise, coordinate, and schedule the activities of the staff.
- Track hours worked and schedule employees.
- Train new and current staff on job duties, safety, and sanitation procedures.
- Prepare reports on sales, purchasing, inventory, voids, discounts, etc.
- Make Bank deposits at least twice a week or as needed.
- Oversee staff to count inventory, at least quarterly.
- Provide purchases, sales, payroll hours and any other invoices to accounting.

Qualifications and Skills:

- Strong supervisory skills, inventory management, and financial tracking.
- Detail oriented with strong analytical, time management and organizational skills.
- Excellence in cash handling, fuel transactions, and promoting the Centex Cashback program.
- Good communicator and ability to work well in a team environment.
- Ability to work with minimal supervision.
- Valid Class 5 drivers licence and reliable vehicle
- Minimum education: completed Grade 12 education and/or equivalent

Please submit Cover letter, Resume and References by

Tuesday, September 20, 2024

By Mail: Sturgeon Lake Cree Nation
P.O. Box 757
Valleyview, Alberta
T0H 3N0

By Facsimile: (780) 524-2711

By Email: employment@sturgeonlake.ca