



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. - Retail Supervisor

You will work alongside a dynamic team to provide an exceptional level of customer service and maintain a safe and efficient operation while adhering to all company policies, procedures, and standards. You will be assisting with opening and closing duties of the gas station and assisting team members when necessary, and any other duties as assigned.

Main Responsibilities and Tasks:

- Supervise, train and co-ordinate store staff following Centex Petroleum Policies and Standards, provincial Health & Safety, WHIMS training and Emergency Response Training.
- Resolve problems that arise, such as customer complaints and supply shortages.
- Maintain specified inventory levels on all shelves inside the store, coolers, Slushie machines and outside cabinets, such as pre-filled propane bottles, ice, wood etc. and order required merchandise.
- Prepare daily reports with respect to fuel and C-Store sales and deposits.
- Greet customers and provide the best customer service.
- Ensure all products have price tags, remove expired products and update inventory and pricing in Inventory Management System on daily, weekly, and monthly basis.
- Receive and process payments by cash, debit, credit card, gift cards and fleet.
- Provide information to customers about certain products and encourage customers to register for Centex Rewards.
- Make sure that the entire store (outside and inside) is always clean and free of litter. Washrooms are always clean and available for staff and customers.

Qualifications:

- 1 year to 2 years of customer service, retail or foodservice experience.
- Secondary (high) school graduation certificate

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