POSITION SUMMARY:

The Retail Manager position will be key in running the operations of the retail store and interpretative center. The retail manager should be detail-oriented and thorough. In this position, you will play a key role in driving sales by engaging visitors and assisting in selecting and handling customer purchases. You will also operate a cash register, keep the store tidy, and restock merchandise. The retail manager will be responsible for scheduling staff. The position will contribute to the overall operation of the two store locations in their day-to-day functions within this growing team.

DUTIES AND RESPONSIBILITIES:

The Retail Manager is responsible for the following, which includes but is not limited to:

- Overall retail store operations, including use of point-of-sale systems, maintaining merchandise displays, following cash management procedures and monitoring cash over/under and inventory shrinkage daily
- Develop and maintain positive relationships with customers and work colleagues
- Complete daily paperwork and data entry in a timely manner
- Have the physical ability to perform all duties of a store cashier
- Identify and resolve customer needs in a timely and professional manner
- Communicate and perform all price change requests and mark downs ups
- Adhere to merchandising and vendor policies and procedures
- Adhere to all permitting and license regulations
- Follow safety and security procedures pertaining to the store
- Assist with social media marketing and promotional ideas to help increase store traffic and sales
- Assist in business development and growth efforts for the two locations located at the Tamarack Centre and St. Eugene Mission Resort.

QUALIFICATIONS:

Academic Preparation

- Experience in retail store operations management
- Satisfactory completion of grade 12 preferred
- Valid class 5 driver’s license, with reliable transportation
Valid first aid certificate preferred
Must be willing to undergo a criminal record check and must be “bondable”

Required Skills, Knowledge and Experience

- Highly motivated, organized and able to prioritize work tasks
- High degree of professionalism when interacting with customers and colleagues
- Ability to work independently and the desire to keep learning
- Knowledge of Ktunaxa language is an advantage
- Passion and commitment to Ktunaxa traditions, language, culture
- Respect for and knowledge of Ktunaxa and aboriginal rights, culture, history and goals
- Knowledge of and experience in working within protocols and procedures
- Pleasant, professional and efficient communication and customer service skills
- Initiative to comfortably take a leadership role in activities and events
- Ability to anticipate possible situations and handle with clarity, precision and sensitivity; an aptitude for problem solving
- Strong attention to detail
- Strong organizational abilities
- To be responsible, honest and reliable

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on the job training may be considered. Preference will be given to qualified candidates of Ktunaxa ancestry

Please submit your cover letter and resume to:

Human Resources Manager
Ktunaxa Nation Council
PO 7825 Mission Road
Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438

CLOSING DATE: OPEN UNTIL FILLED

We thank those who apply; however, only those selected for an interview will be contacted.