



Employment Opportunity

ʔaqam Trading Store Co-Manager

Permanent, Full Time Position

ʔaqam Trading is the retail store and gas station of the Community of ʔaqam. We are seeking a positive, self-motivated, energetic, driven individual and excellent team leader to fill the position of **Store Co-Manager**. The successful candidate will be responsible and accountable to the General Manager and Board of Directors for overseeing this operation in its entirety along with the management team.

KEY RESPONSIBILITIES:

- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Maintains store staff by recruiting, selecting, orienting, and training employees.
- Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensures availability of merchandise and services by approving contracts; maintaining inventories.
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends.
- Markets merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios.
- Secures merchandise by implementing security systems and measures.
- Protects employees and customers by providing a safe and clean store environment.
- Maintains the stability and reputation of the store by complying with legal requirements.
- Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Contributes to team effort by accomplishing related results as needed.

IDEAL QUALIFICATIONS:

- Grade 12 graduate
- Education & or training in retail management or similar field

- Four years experience in retail store operations
- Three years experience in retail management

IDEAL ATTRIBUTES:

- Customer focused
 - Able to track budget expenses
 - Able to build and maintain strong vendor relationships
 - A strategic planner
 - Results driven
 - Proficient in managing people & schedules
 - Willing to learn and appreciate the culture, values and political objectives of the ?aqam Community.
 - Physically fit and able to lift up to 50 lbs.
 - Able to work independently, without supervision
- Must have:
 - Good pricing skills
 - Sound marketing knowledge
 - Excellent staff management skills
 - Management proficiency
 - Good verbal and written communication skills
 - Ability to create and maintain good client relationships
 - Loss and prevention training
 - High degree of professionalism
 - Valid First Aid Certificate
 - WHMIS Certificate
 - Valid Class 5 Driver's License
 - Must be willing to undergo Criminal Records Check and must be "bondable"
 - Previous experience working with a First Nation organization would be a definite asset.

REMUNERATION: Salary to commensurate with experience and qualifications

Please submit your cover letter and resume marked "confidential" to:

Craig Campbell, General Manager
?aqam Community Enterprises LP
7470 Mission Road, Cranbrook BC, V1C 7E5
Email: ccampbell@aqam.net

Closing Date: The position will remain open until a successful candidate is selected.

Thank you to all applicants however, only those selected for an interview will be contacted.