Employment Opportunity

ʔaʔam Trading Store Co-Manager

Permanent, Full Time Position

ʔaʔam Trading is the retail store and gas station of the Community of ʔaʔam. 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 ?a̓qam 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
?a̓qam 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.