



EMPLOYMENT OPPORTUNITY TRAPPERS GAS STORE MANAGER

Reports to: Economic Development Director

Deadline: February 7, 2018, 12:00 p.m.

The **Trappers Gas Store Manager** will be tasked with management of the Trappers Gas Bar & Convenience Store including responsibilities to; generate sales, market and promote the business, consistently analyze revenue and further potential areas of growth, review daily profits and tracking, implement staff recruitment and retention strategies. Daily operations include: employee management & scheduling, customer satisfaction and overall operations, product presentation & sales, inventory & supplier management, and carrying out seasonal changes and opportunities for increased and innovative forms of new business.

Commensurate upon experience, education, and a desire to live and work in the **Tachet Community** and pending qualifications flexibility and negotiations for professional development and other benefits, are those who will be considered for interview.

REQUIREMENTS:

- Degree in Business Administration; equivalencies will be considered
- Minimum: four (4) years' work experience in the retail industry
- Minimum: two (2) years' experience in a supervisory role in a retail environment
- Strong knowledge of budget, accounting, bookkeeping and fiscal management & inventory controls
- Strong human resource and labour relations background and experience
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level, ability to operate a cash register and Wiztec program
- Effective written communication skills including the ability to prepare reports and operational policies & procedures and reports as needed
- Creative marketing and promotional skills
- Effective public relations and public speaking skills
- Firm analytical and problem solving skills
- Ability to work in a business environment with potential for new growth

- Experience working for, and knowledge about retail business as a First Nations business located on reserve an asset
- Criminal Record Check must be provided (*at own expense*)

Please provide a cover letter and resume to:

Beatrice MacDonald, Human Resources

P.O. Box 879, Burns Lake, B.C., V0J 1E0

Fax: 250-692-4790

Email: beatrice.macdonald@lakebabine.com

Only those short-listed will be contacted.