

## JOB POSTING DETAILS

<b>Employer</b>	Serpent River First Nation Economic Development Corporation	<b>Job Type</b>	RI
<b>Job Title</b>	Retail Operations Manager	<b>Duration</b>	NA
<b>Job ID</b>	2988	<b>Location</b>	Serpent River
<b>Date Posted</b>	September 1, 2021	<b>Closing Date</b>	October 29, 2021

### Job Overview - Description & Duties

Serpent River First Nation Economic Development Corporation is looking for a motivated and dynamic individual for the position of Retail Operations Manager at the SRFN EDC offices located in Serpent River First Nation. The Retail Operations Manager will be responsible for planning and overseeing the business activities for the SerpentRiver GasBar and Trading Post. The Gas Bar operations include the sale of a variety of retail goods, gasoline, and related automotive supplies, grocery and confectionary. The Gas Bar is open 12 months a year, 7 days a week.

The Trading Post is a seasonal retail operation and art gallery from May to October. The Retail Operations Manager reports directly to the General Manager of the Serpent River First Nation Economic Development Corporation.

### Required Skills

- . A bachelor's degree/diploma in Business Administration/Accounting or related business education or an acceptable combination of education, training and experience.
- . Minimum 2 yrs. experience in a supervisory role and/or human resource management
- . Minimum 2 yrs. experience in sales/marketing management related to retail operations.
- . Excellent computer skills
- . Excellent communication skills both verbal and written with excellent interpersonal and customer service skills.
- . Demonstrated experience in maintaining financial databases and developing sales/budget administrative reports.
- . Excellent interpersonal skills and ability to work effectively with the general public, management and employees.
- . Ability to problem solves and makes procedural decisions.
- . Plan budget and authorize expenditures while maintaining financial control and responsibility.
- . Oversee the maintenance of sales log and provide daily/weekly/monthly/annual sales reports for the Gas Bar and Trading Post to the General Manager as directed.
- . Ensure staff prepare and account for beginning and end of shift count.
- . Ensure purchase orders, cheque requisitions are prepared, reviewed and submitted as required.
- . Supervises, monitor, and trains all staff of the Serpent River Gas Bar and Trading Post.
- . Oversees scheduling, timesheets and ensures time sheets and other appropriate forms are submitted as required.
- . Hires/recruits staff, complete performance evaluations and human resource activities as required.
- . Must be self-directed and able to work respectively as part of a multi-disciplinary team.
- . Proficient in Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Access and the internet.
- . Proficient in software applications related to retail, basic accounting, administrative and filing.
- . Possess a valid "G" driver's license and access to a vehicle with ability to drive.
- . Must be able to provide a CPIC clear of any offences relating to fraud and theft.

### Other Requirements

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## How to Apply

Interested applicants are asked to submit a cover letter, resume and three current work related references to:

Serpent River First Nation Economic Development Corporation

479 Highway 17 West

P.O Box 13

Cutler, ON, P0P 1B0

Phone: 705.844.2119

Fax: 705.844.1219

wbissiallon@srfnedc.com

Miigwetch to all who apply but only those selected for an interview will be contacted. Job description available upon request.

Position will remain open until filled.

## CONTACT INFORMATION

**Phone:** NA

**Fax:** NA

**Cell:** NA

**Email:** NA

Serpent River First Nation Economic Development Corporation

PO BOX 13

CUTLER, ON P0P1B0