

## JOB POSTING DETAILS

<b>Employer</b>	G.A. Demers Ltd. (Agawa Crafts) (Agawa Indian Crafts)	<b>Job Type</b>	RI
<b>Job Title</b>	Store Manager	<b>Duration</b>	Full Time
<b>ES Job ID</b>	11603	<b>Location</b>	Batchewana
<b>Date Posted</b>	May 9, 2022	<b>Closing Date</b>	June 30, 2022

### Job Overview - Description & Duties

ACCOUNTABILITY: Executive Director

CLASSIFICATION: Full-Time

SALARY: \$22/hour

The position will be based out of the Agawa Crafts and the Canadian Carver business, all located together at 12502 Hwy 17 N, Pancake Bay, Ontario, POS IAO.

#### JOB PURPOSE

The Store Manager is responsible for coordinating all operations of the retail store in support of short and long-term goals of the company. This includes achieving desired revenue objectives, as well as providing the highest level of customer service. Strong managerial and training skills, and a proven ability to motivate a team of salespeople are critical elements for success in this role. The Store Manager is crucial in upholding the company's image and mission statement.

#### CORE COMPETENCIES

Communication, managerial and leadership are required. Ability to problem solve, coach and mentor. Good decision making considered a must. Keep current with ongoing changes and new technology and adapt accordingly. Work in retail stores when needed and other duties as required.

#### JOB DUTIES

- Work collaboratively and cooperatively at all levels of the company and the First Nation in order to assist in collaborative efforts as it pertains to retail and property management.
- Ensure appropriate communication and consultation with all members of staff at all times.
- Embody the company's retail philosophy, emphasizing the importance of a positive customer experience.
- Promote and enforce high quality of service by all store employees through leadership by example.
- Collaborate with the Head Office to establish revenue, expense, and profit goals for the outlet.
- Expect monthly reports with Head Office to discuss sales and sales targets
- Create or monitor the company's loss prevention program to minimize instances of theft or loss of inventory.
- Develop and maintain knowledge of proper apprehension and prosecution procedures, as defined by local laws.
- Advertise, recruit, train, and manage a team of sales employees; conduct performance reviews and terminations as necessary.
- Formulate and administer work schedules to ensure that the appropriate staffing levels are continually met.
- Coordination with Bookkeeper.
- Other duties as assigned.

### Required Skills

#### Minimum Education

- Minimum of high school or GED equivalent, with university degree or college diploma preferred.

#### Minimum Experience

- Five (5) years' experience in retail.
- Experience in retail management is preferred

#### Knowledge Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnabek culture
- Knowledge of the Batchewana First Nation area
- Knowledge of Agawa Crafts and the Canadian Carver history

#### Skills & Abilities

- Self-Driven.
- Demonstrated knowledge of inventory control techniques and procedures.
- Able to consistently represent the company in a professional manner.
- Thorough knowledge of Microsoft Office, POS software systems and data entry.
- Flexible in adapting to changing business needs and sales strategies.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to respond appropriately in pressure situations with a calm and steady demeanor.

#### Other Requirements

- Possess a valid "G" driver's license and access to vehicle with ability to travel
- Must be able to provide a C.P.I.C. clear of any offences relating to fraud and theft

### Other Requirements

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Store Manager will typically be in an office setting. The Manager is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Manager may be required to travel to meetings within the community, outside of the community, to other retail outlets for product ordering or buying.

The administration of an office setting and can be mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually low to moderate but may be loud on occasion. The nature of the position may expose the Manager to high levels of tension and stress when dealing with staffing and human resource issues and other issues related to retail service and management.

#### SUPERVISORY RESPONSIBILITY

The position is required to supervise all Agawa Crafts and the Canadian Carver staff.

### How to Apply

Please submit resume to Employment Solutions via email [employmentsolutionsjobs@saultcollege.ca](mailto:employmentsolutionsjobs@saultcollege.ca), and quote job #11603