



OODENA GAS & CONVENIENCE STORE

JOB POSTING

Store Manager

ABOUT US

Oodena Gas & Convenience Store is dedicated to providing excellent service and quality products in a friendly, welcoming environment. We are looking for a driven and experienced Store Manager to lead our team and ensure smooth daily operations, exceptional customer service, and strong store performance.

PURPOSE

The Store Manager at Oodena Gas & Convenience Store is responsible for overseeing daily operations, managing staff, and ensuring excellent customer service while maximizing store performance. This role encompasses strategic planning, inventory management, financial oversight, and fostering a positive team environment. Additionally, the Store Manager will implement effective policies and procedures to enhance operational efficiency and drive sales growth. With a commitment to maximizing store performance, the Store Manager will utilize best practices and set clear performance goals for the team, ensuring that all staff members are aligned with the store's objectives and motivated to achieve success.

KEY RESPONSIBILITIES

- Manage and oversee daily store operations, ensuring smooth and efficient functioning.
- Lead, train, and supervise staff to ensure they meet performance standards and deliver excellent customer service.
- Schedule staff shifts to guarantee adequate coverage during peak and non-peak hours.
- Address customer complaints and resolve issues in a timely and professional manner.
- Monitor store sales performance, set targets, and work towards achieving financial goals.
- Manage store inventory, including ordering products, receiving shipments, and maintaining optimal stock levels.
- Ensure the store environment is clean, organized, and compliant with health, safety, and regulatory standards.
- Oversee cash handling, daily reconciliations, and financial reporting.
- Collaborate with suppliers and vendors to negotiate contracts and ensure timely deliveries.
- Implement store promotions, marketing strategies, and in-store displays to enhance sales.
- Regularly review store policies and procedures to ensure adherence and identify opportunities for improvement.

- Act as the main point of contact for any maintenance or technical issues within the store.
- Provide regular reports on store performance, sales, and staff productivity to upper management.

SKILLS & QUALIFICATIONS

- High school diploma is required; post-secondary education in business management or a related field is preferred.
- Proven experience in retail management or a similar leadership role.
- In-depth knowledge of retail operations, sales strategies, and inventory management.
- Proficiency in point-of-sale (POS) systems and Microsoft Office Suite.
- Strong problem-solving skills with the ability to make informed decisions quickly.
- Experience in financial management, including budgeting and reporting.

COMPETENCIES, PERSONAL ATTRIBUTES & ABILITIES

- Strong leadership abilities with the capability to motivate and mentor staff.
- Excellent communication and interpersonal skills.
- Highly organized and detail-oriented, with the ability to multitask and prioritize effectively.
- Results-driven with a focus on meeting targets and ensuring customer satisfaction.
- Ability to work independently and thrive in a fast-paced environment.
- Dedication to maintaining company standards and promoting a positive store culture.

Join our dynamic team and contribute to the growth and development of Naawi-Oodena.

CLOSING DATE FOR APPLICATIONS: JANUARY 9, 2025

Please submit a cover letter, resume, and three references to:

Blair Strong, Operations Manager

Treaty One Nations Inc.

103-1075 Portage Avenue

Winnipeg, Manitoba R3G 0R8

Bstrong@treaty1.ca

Please self-identify as First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.

<https://treaty1.ca/employment-opportunity-oodena-gas-convenience-store-store-manager/>