



EMPLOYMENT OPPORTUNITY

General Manager

Full time

POSITION DESCRIPTION:

The General Manager, who reports Chief Financial Officer, is responsible for overseeing all business aspects of the Retro Petro operation located in Saskatoon;

- Oversee and provide leadership to the staff
- Maintain inventory by implementing purchasing plans and staying in contact with vendors and shippers
- Developing and managing budgets
- Ensure compliance with licensing, hygiene and health and safety guidelines
- Provide training to improve the knowledge base of the staff and utilize cross-training methods to maintain productivity when employees are absent
- Manage all controllable costs to keep operations profitable
- Promoting and marketing the store, such as: develop a schedule of holiday activities and promotions throughout the year strategically designed to bring in more revenue

QUALIFICATIONS & SKILLS:

- Bachelor's Degree in Business Administration or related field preferred
- 7+ years of retail management experience
- Convenient store/ gas bar operation history a definite plus
- Familiarity with cash transacting with Point of Sale terminal, lottery and hot food production and presentation
- Computer database and productivity software skills required
- Proven history of successfully training employees in a variety of departments
- Strong understanding of sales and customer service techniques
- Demonstrated ability to maintain and work within a budget

CLOSING DATE: Will remain open until filled.

HOW TO APPLY: Please submit your detailed cover letter, resume and references to:

Chief Finance Officer
Thunderchild First Nation
Box 600 Turtleford, SK. S0M 2Y0
Phone: 306.845.4300 Fax: 306.845.3230
Email: gary.guild@thunderchild.ca