



Tseshah Market

Employment Opportunity

MARKET MANAGER

The Tseshah Market is now accepting applications for the position of Market Manager. The job is based out of Port Alberni, BC on beautiful Vancouver Island.

POSITION SUMMARY

The position of Market Manager is responsible for the store operation, budgets, reporting and multi-year strategic planning. The successful candidate will provide support, leadership, team building, supervision, training, and development of employees to consistently achieve superior performance.

PRIMARY/CORE RESPONSIBILITIES

- Oversee, plan, and manage daily operations for the Market including pricing integrity, deli offerings, inventory management, fuel pricing, merchandising, financial management and cash handling, labor, and other operational processes.
- Ensure store operations are current on product offerings and keep up with market trends to determine customer needs.
- Manage store staffing hours and assign appropriate duties.
- Provide training and professional development for staff as required.
- Oversees and ensures that the overall conditions and safety of store meets quality standards.
- Ensure store display and placement maximizes space for store profitability.
- Develop positive relationships with employees, customers and suppliers.
- Monitor daily, weekly monthly, and year-end financial reports for accountability and reporting purposes.
- Ensure all policies and procedures are timely and accurately administered.

QUALIFICATIONS

Training, Education and Experience

- Business Administration degree and 3 years retail management experience or Diploma in Business Administration and 5 years of retail management experiences, preferably in retail convenience stores or gas stations.
- Minimum 2 years of supervisory experience.
- Experience in developing relationships with external and internal customers.
- Experience in coaching and providing feedback to other team members.
- Satisfactory Criminal Record Check.

Knowledge, Skills, and Abilities

- Knowledge of relevant acts, laws, and ordinances associated with sales and retail operations.
- Strong understanding and interpretation of store operation, budgets, reporting, and multi-year strategic planning.
- Proficient in human resource management procedures and policies.
- Highly motivated, ability to manage confidential matters with integrity and professionalism.
- Proficient in Microsoft Office programs including Word, Excel, and Outlook.
- Strong leadership, emotional intelligence, and customer service skills.
- Excellent communication and conflict resolution skills.
- Genuine respect for Tseshah First Nation culture and protocols.

HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

apply@tseshah.com or for more information contact:

Dennis Bill – Tseshah Market Board Chair via email dbill@sd70@bc.ca

Hiring organization

Tseshah Market

Employment Type

Full time

Job Location

7581 Pacific Rim
Highway
Port Alberni, BC

Working Hours

80 hours bi-weekly

Wage Range

\$60 - \$70k

Date Posted

Sept 29, 2023

Closing Date

October 27, 2023

*Please note that
only selected
candidates will be
contacted.*