



# 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.

#### 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.*

#### 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](mailto:apply@tseshah.com) or for more information contact:

Dennis Bill – Tseshah Market Board Chair via email [dbill@sd70@bc.ca](mailto:dbill@sd70@bc.ca)