



Career Opportunity – Tenth Avenue

Alberni District Co op is retail with a community impact. Being member owned, we focus on giving back by supporting many community initiatives and providing equity back to its members. We continue to grow and evolve with a deep history in the community going back over 50 years. With 3 gas bars and 1 liquor store in the Alberni Valley we pride ourselves on being a locally focused co-op that provides quality products and services to our members and community.

Alberni District Co-operative is hiring a C Store Manager (or as we will call you Team Leader) for our location on Tenth Avenue in Port Alberni, BC.

What you'll do:

As a member of Alberni District Leadership team, the **C Store Manager** is responsible for the overall operation of their convenience store and gas bar to improve service, program execution and company profitability in alignment with the overall direction with Alberni District Co-operative. Other responsibilities include:

- Manages the daily store operations in accordance with Port Alberni Co-op policies, procedures, and programs.
- Oversee, plan and manage daily operations for the gas bar including, fuel pricing, inventory management, and implementing marketing programs.
- Establishes short-term strategies, goals, and objectives for the store in alignment with the strategic plan
- Provides direction and leadership to the store team toward building a positive, highly motivated and engaged workforce.
- Partner with Human Resources in regard to employee relations including hiring, orientation, training and development, performance management, discipline, recognition, terminations.
- Develops staff schedules according to sales needs, ensuring the operations budget is adhered to.
- Overseeing the administration of the company Occupational Health & Safety program.
- Manages and maintains the store's merchandizing standards in accordance with company expectations.
- Manages the store's housekeeping, sanitation, and maintenance schedules/standards.
- Order's products and supplies according to market demands.
- Manages monthly and year end inventories.
- Ensure merchandise is adequately stocked and rotated and displays and shelves are orderly displayed and faced



Who you are:

You are looking for a career in Retail Store Operations and:

- You have a Grade 12 education or acceptable combination of education and experience
- You have a minimum two years of supervisory experience, and two years of gas bar experience
- You have a proven understanding of store operations, budgets, and reporting
- You are a leader and team player with strong communication skills
 - You have experience with coaching and providing feedback to other team members
- You are able to adapt to new technology
- You have strong verbal, written, organizational and communication skills; as well as strong computer knowledge and skills (Microsoft Word, Excel, and Outlook)
- You have basic receiving ordering and merchandising skills
- You have the ability to physically lift, push and pull up to 50 lbs
- You align with Alberni District Co-op's values of ***Service Excellence, Community Invested, Family Oriented***

Our Team Members receive competitive salaries, a comprehensive benefits package and an employer-contributed pension plan. We encourage our Team Members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and innovation.

At Co-op, we embrace diversity and inclusion, and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows all to bring their whole selves to work.

How to Apply:

If you are interested in this opportunity, you are invited to send an updated resume and cover letter by August 25, 2022, to hr@adcoop.ca. For more information regarding this opportunity, please contact Chris Zweep, HR Advisor of Alberni District Co-op at (250) 266-4804.

We thank all applicants who are interested, however only those selected to continue in the recruitment process will be contacted.