



Career Opportunity: Asset Protection & Safety Manager

Ucluelet Co-op: Where Community and Care Meet

At Ucluelet Co-op, we're more than a retail establishment—we're a cornerstone of our community. As a member-owned co-op, we prioritize giving back through community initiatives and returning equity to our members. With over 50 years of history and a growing membership of over 4,000, we are committed to making a positive impact.

Our Community:

Ucluelet is known for its rugged beauty, offering a harmonious blend of small seaside village charm and modern amenities. Outdoor enthusiasts and nature lovers will find endless opportunities for adventure, from pristine beaches to ancient cedar forests. Explore the Pacific Rim National Park's hiking trails for breathtaking ocean views and unforgettable wildlife encounters.

Exciting Opportunity: Asset Protection & Safety Manager

We are looking for a dedicated Asset Protection (AP) & Safety Manager to join our team at the Ucluelet Co-op Pharmacy, located in our Main Store in Ucluelet, BC. Nestled on the breathtaking West Coast of Vancouver Island, Ucluelet offers a unique blend of natural beauty and vibrant community life. We respectfully acknowledge that we operate on the traditional territories of the Nuu-chah-nulth people, specifically the Yuułu?if?ath (Ucluelet) First Nation.

What You'll Do:

Reporting to the General Manager, the AP & Safety Manager is entrusted with safeguarding Ucluelet Co-op's physical and intangible assets and ensuring the safety of our team members, customers, visitors, and contractors. This role involves tasks related to risk assessment, loss prevention, security & safety protocols, and emergency preparedness.

Risk Assessment:

- Identify potential risks to the organization's assets, including property, inventory, data, and intellectual property.
- Conduct thorough assessments to determine vulnerabilities and develop strategies to mitigate these risks.

Security Measures:

- Implement and oversee security measures such as access control systems, surveillance cameras, alarm systems, and security personnel.
- Protect physical assets and deter unauthorized access or criminal activities.



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Loss Prevention:

- Develop and enforce policies and procedures to minimize losses from theft, vandalism, fraud, or other criminal activities.
- Conduct investigations, monitor inventory shrinkage, and implement strategies to prevent shrinkage.

Safety Regulations Compliance:

- Ensure compliance with relevant safety regulations and standards to maintain a safe working environment for employees and visitors.
- Conduct safety audits, provide training on safety procedures, and implement corrective actions as needed.

Emergency Preparedness:

- Develop and maintain emergency response plans for various scenarios such as fires, natural disasters, medical emergencies, or security threats.
- Coordinate drills and training exercises to ensure employees are prepared to respond effectively in emergencies.

Collaboration:

- Work with departments such as Human Resources, Facilities Management, Legal, and IT to address security and safety concerns holistically.
- Ensure alignment with overall business objectives.

Incident Management:

- Respond promptly and effectively to security incidents, accidents, or other emergencies.
- Coordinate with appropriate authorities and stakeholders to minimize disruptions and mitigate risks.

Continuous Improvement:

- Continuously assess and improve security and safety measures.
- Stay updated on industry best practices, emerging threats, and technological advancements.



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Communication:

- Communicate security and safety policies, procedures, and updates to employees, vendors, and other stakeholders to promote awareness and compliance.

Budget Management:

- Develop and manage the budget for asset protection and safety initiatives.
- Prioritize investments based on risk assessments and organizational needs.

Who You Are:

Educational Background:

- Occupational Health & Safety Certificate and/or Commerce or Business Degree
- Any of the following designations is considered an asset:
 - Loss Prevention Designation (CPP, CFI, CFE, LPQ, or LPC)
 - Canadian Registered Safety Professional (CRSP)
 - Certified Health & Safety Consultant (CHSC)

Experience:

- 3+ years of relevant, related experience; retail experience would be an asset
- Experience with coaching and providing feedback to other team members

Skills:

- Proficient in Microsoft Office programs (including Word, Excel, and Outlook)
- Ability to adapt to new technology
- Strong communication skills
- Honest and trustworthy, results-oriented, and driven to succeed
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Efficient planning and organizational skills with the ability to manage competing priorities in a fast-paced environment
- Alignment with Ucluelet Co-op's values of Service Excellence, Community Invested, and Family Oriented



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What We Offer:

- Competitive salary that is review annually, Salary band range is \$56,630 to \$84,945
- Comprehensive employer-paid benefits package, including extended health, dental, long-term disability, life insurance, and EFAP.
- Employer-matched pension plan at 6%.
- Two weeks of annual vacation and sick time.
- Opportunities for continuous learning and professional development
- A chance to be a part of a community-focused organization committed to excellence and growth

Join our team at Ucluelet Co-op and play a crucial role in ensuring the security, resilience, and continuity of our business operations while protecting our assets and maintaining a safe environment for all stakeholders.

How to Apply:

If you're ready to join our team, please email your resume & cover letter to hr@uclueletcoop.com or apply in person. We welcome candidates with a combination of relevant education and experience.

We are committed to providing reasonable accommodation throughout the recruitment process. Please submit accommodation requests via email to hr@uclueletcoop.com. All information received will be kept confidential.

Ucluelet Co-op embraces diversity and inclusion. We strive to create a workforce as diverse as the communities we serve and an environment where every team member feels welcome and valued. Join us and bring your whole self to work!