

# EMPLOYMENT OPPORTUNITY

## Hardware Store Manager

Bamfield B.C.



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### About Us:

Bamfield Builders Supply Ltd. has proudly served the remote community of Bamfield since 1995. We're seeking a passionate and capable individual to take on the essential role of Store Manager, ensuring the seamless operation of this critical part of Bamfield's infrastructure.

This is a full-time, on-site position. The Store Manager will oversee all aspects of the hardware store in a one-person operation, including business development, inventory management, sales, maintenance, freight, and merchandising.

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### Role Overview:

We are looking for an experienced, results-driven individual to manage all facets of our Building Supply store. This role requires a self-starter who demonstrates a positive attitude, strong initiative, and a commitment to growing the business while fostering relationships within the community and with outside vendors.

### Key Responsibilities:

- Lead hardware store operations, including sales, customer service, and inventory management.
- Oversee purchasing, receiving, stocking, and special orders.
- Manage quotes, logistics, budgeting, maintenance, and merchandising.
- Ensure effective administrative procedures, pricing, and inventory controls.
- Build and maintain customer relationships, resolving issues proactively.
- Stay updated on market trends and new products to keep the store innovative and relevant.
- Handle freight, store organization, and maintenance tasks.
- Work closely with the management team to meet financial targets, including pricing, sales, margins, and expenses.

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### What We're Looking For:

- Entrepreneurial, sales-oriented mindset with strong business acumen.
  - Exceptional organizational skills, with proficiency in digital paperwork, inventory, and ordering systems.
  - Experience with retail merchandising, operations, and management best practices.
  - Advanced computer skills, especially with Microsoft Office (Word, Excel, Outlook).
  - Strong written and verbal communication abilities.
  - A hands-on approach to maintenance, freight handling, and store organization.
  - Knowledge of home building materials, along with a passion for customer service.
  - Ability to adapt to the unique challenges of managing logistics in a remote community.
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**Qualifications:**

- Secondary school diploma (required); business-related education is an asset.
  - 2–3 years of retail experience (hardware store management preferred).
  - Previous management, construction or maintenance experience is an advantage.
  - Knowledge of inventory control, point of sale operation, and budget management.
  - Valid BC Driver's Licence.
  - Comfortable driving pick-up trucks in tight spaces and lifting up to 50lbs repeatedly.
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**Physical Requirements:**

- Standing and walking for up to 8 hours per shift.
  - Lifting and carrying up to 50 lbs.
  - Tasks involving kneeling, pushing, pulling, and heavy lifting.
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**Why Join Us?**

With numerous building projects on the horizon, the new Store Manager will have the opportunity to shape and grow Bamfield Builders Supply Ltd. in meaningful ways.

**Location:**

Bamfield is a small but vibrant community on Vancouver Island's west coast, with fewer than 300 residents. Accessible via an industrial logging road, it offers a welcoming, close-knit environment with stunning ocean views.

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**Employment Details:**

- **Start Date:** ASAP
  - **Hours:** Full-time, Permanent (Tuesday-Saturday).
  - **Salary Range:** \$42,000–\$65,000 per year (commensurate with experience).
  - **Benefits:** Extended health and dental coverage, with vacation pay at 4%.
  - **Additional Perks:** Assistance with accommodation is available.
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**How to Apply:**

Email your résumé, cover letter, and two references to [info\[at\]novaharvest.com](mailto:info[at]novaharvest.com) with "Hardware Store Manager Applicant" as the subject line.

While we appreciate the interest of all candidates, only those selected for an interview will be contacted.

**Join us in preserving and growing Bamfield's essential hardware store!**

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