

# EMPLOYMENT OPPORTUNITY

## Hardware Store Manager

**Location: Bamfield, BC | Full-Time, Permanent | Salary: \$45,000–\$70,000**

Bamfield Builders Supply Ltd. has served the Bamfield community since 1995, providing essential building, home and hardware supplies on the west coast of Vancouver Island.



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### The Role

We are looking for an experienced, results-driven individual to manage all facets of our Building Supply store. The ideal candidate is independent, organized, practical, and entrepreneurial who demonstrates a positive attitude, strong initiative, and a commitment to growing the business while fostering relationships within the community and vendors. This is a full-time, hands-on management position responsible for all aspects of the hardware and building supply store.

### Key Responsibilities

- Manage hardware store operations, including sales, special orders, quotes, customer service, inventory management, purchasing, receiving, stocking, pricing, logistics, maintenance, and merchandising.
- Maintain POS operations, inventory controls, administrative systems, and digital records
- Build and maintain customer relationships, providing expertise and resolving issues proactively.
- Stay updated on market trends and new products to keep the store innovative and relevant.
- Work closely with ownership to support business growth and financial performance

### 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.
- Proficient with POS software, and cloud-based systems such as Lightspeed, QuickBooks, and Microsoft Office
- Hands-on and comfortable with freight handling and maintenance tasks
- 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.

### Requirements

- Secondary school diploma (required); business-related education is an asset.
  - 2–3 years of retail experience (hardware or building supply experience preferred)
  - Previous management, construction, or maintenance experience considered an asset
  - Valid BC Driver's Licence, Canadian Citizen, Permanent Resident, or valid work permit holder
  - Comfortable lifting up to 50 lbs repeatedly and operating pick-up trucks in tight spaces
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## Why Join Us?

This is a rare opportunity to take on a meaningful leadership role in a growing coastal community, with several upcoming development projects that will directly shape the future of the business. As Hardware Store Manager, you'll have real responsibility, visible impact, and the chance to help guide an essential community operation forward—while working closely with a supportive, engaged ownership team. Under ownership by Nova Harvest Ltd., we are focused on preserving the traditions of this unique community while modernizing and growing the business for the future.

### We offer:

- Ongoing support and hands-on training from the Nova Harvest management team
- Opportunities for professional growth, leadership development, and business expansion
- Assistance with local housing connections
- A welcoming, collaborative work environment grounded in strong community values
- Salary: \$45,000–\$75,000 annually, based on experience and qualifications, plus opportunities for performance-based incentives and housing assistance.
- Benefits: Extended health and dental coverage, vacation pay (4%).

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## How to Apply

Email your résumé, cover letter, and two references with subject: **Hardware Store Manager Applicant** to: [bamfieldbuilders@gmail.com](mailto:bamfieldbuilders@gmail.com)

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

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## About Bamfield

Bamfield is a small but vibrant coastal village on the west coast of Vancouver Island, home to fewer than 300 residents. Surrounded by ocean, forest, and wilderness, it offers a unique lifestyle built around community, nature, and independence.

