

JOB POSTING

Job Posting – Assistant Store Manager

The Hatchet Lake Band Store is a subsidiary of the Hatchet Lake Development Limited Partnership (HLDLP) in Wollaston Lake, Sk. It requires an Assistant Store Manager who will report to the Store General Manager and is responsible for providing assistance to the upper management team in supervising and facilitating the daily operations of the store according to set goals and business objectives. Daily operations include staff scheduling, supervision and management, customer satisfaction, product quality assurance, store maintenance, and health and safety compliance.

Hatchet Lake Band Store offers competitive salary packages, an incredible work environment in a modern 12,000 sq. ft. store, and career advancement opportunities.

HLBS Assistant Manager

Job Description

Hatchet Lake Band Store (HLBS)
– Wollaston Lake, SK.

Title: HLBS Assistant Manager

Reports To: HLBS General Manager

Summary

This HLBS Assistant Manager will be one of two Assistant Managers who report to the HLBS General Manager. They will be part of the upper management team and be responsible for participation in supervising and facilitating the daily operations of the store according to set goals and business objectives. Daily operations include staff scheduling, supervision and management, customer satisfaction, product quality assurance, store maintenance, and health and safety compliance. Within the management team expertise in training/human resources and computer applications will be helpful.

Core Competencies

- Accountability
- Communication
- Decision Making
- Leadership
- Planning and Organizing
- Service Orientation

Job Duties

Provide assistance to upper management in supervising and facilitating the daily operations of the store.

Oversee the responsibilities of the Store Manager in their absence.

Assist in the delivery of key personnel/human resource management, including recruiting, interviews, promotions, performance reviews, disciplinary actions and training.

Provide leadership in upgrading computer competence and capacity

Provide direction, guidance and instruction to all store associates as required.

Ensure store conditions are consistently upheld to established standards.

Assist in creating weekly staffing schedules; ensuring staffing levels adequately meet business needs.

Liaise constantly with the various departments of the store to ensure information is conveyed properly and expectations are communicated.

Greet and assist customers in a way that models exemplary conduct to other staff.

Ensure company policies and relevant legislation are consistently adhered to and upheld by all staff members.

Handle customer complaints as they arise, including referrals as are appropriate in the circumstances.

Ensure that all health, safety and security regulations are adhered to and required standards are met

Oversee and assist in inventory management.

Assist in supervision of the Wollaston Lake Motel, a division of the Hatchet Lake Band Store

Other duties as required.

CLOSING DATE OF SATURDAY, JUNE 5, 2021

Requirements

Minimum of 3 years work experience in the retail/supermarket industry required

Minimum of 1 year work experience in a supervisory role in a retail/supermarket environment required

Excellent time management and prioritizing skills required

Demonstrated ability to train, mentor, and motivate staff required

Skills to monitor and assess staff performance required

Basic office administration skills required

Efficient knowledge of word processing software, spreadsheet software, e-mail software and use of the Internet.

Ability to learn and adapt to sales software quickly

Ability to read, understand and calculate figures such as; discounts, interest rates, percentages and commission etc.

Highly effective teamwork skills

Able to effectively communicate both verbally and in writing

Strong customer service and troubleshooting skills

Effective communication with individuals at all levels of the organization

Able to plan and organize work effectively and ensure its completion

Well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills

Excellent teamwork and team building skills

Professional, responsive, and positive work attitude is essential

Meticulous records maintenance skills required

Excellent understanding of sales, finance and management.

Proven record for performance with set goals.

Excellent oral, written & listening skills.

Judgment and decision making skills with ability to consider the relative costs and benefits of potential actions and choose the appropriate path.

Ability to identify measures of performance and actions needed to improve or correct performance.

Well spoken and have the ability to speak clearly and confidently in all business settings.

Motivate, inspire, provide and accept feedback to and from employees.

Possess prioritization skills necessary to use time effectively and set action plans to achieve business targets.

Valid Class 5 License

Working Conditions

- Job Location – Wollaston Lake, Sk. (travel and accommodation arrangements negotiable)
- Some travel for job purposes may be required.
- Ability to attend and conduct presentations in person and on-line.
- Manual dexterity required to use desktop computer and peripherals.
- Able to work in variable weather conditions.
- Able to work a flexible schedule; weekend and evening work may be required.
- Overtime as required.
- Fast paced environment

Hatchet Lake Band Store

For more information or to apply qualified applicants should contact:

Anne Robillard (CEO - HLDLP) - 306-633-2050 or hdev.anne@sasktel.net or
Dave Green (Store General Manager) - 306-529-5566 or hlbs.dave@gmail.com.

