

Employment Opportunity



Dredge Cut Trading Post

Job Posting: Store Manager (18-Month Term Contract)

Wage: \$25/Hour+ based on experience

Position Overview:

Manage and operate Dredge Cut Trading Post, clearly communicating and reporting on store business and staff. Manage and promote all aspects of the business; including, but not limited to purchasing inventory and coordinating deliveries, product pricing, sales, merchandising, loss prevention, training and managing staff. With strong leadership, promote a high level of customer service and continually strive for innovative solutions and alternatives in bettering the business.

Responsibility:

- Meet or exceed financial goals, focusing on sales and overall profitability.
- Maintain controllable expenses within established guidelines. Process billing, invoices, and related documents to ensure vendors and service providers are paid within the appropriate time frame.
- Drive sales through the development of staff; focusing on coaching, training, and role modeling desired behaviors.
- Receive merchandise and invoices in a timely manner. Ordering of new inventory and coordinating delivery with suppliers (this includes holidays).
- Promote and role model a culture of positive customer service to everyone, every day.
- Maintain merchandise and visual presentation standards on a daily basis.
- Post job, participate in interviews, hire, and train associates for all store positions. Create and oversee staffing and scheduling, implement individual development plans, set productivity and performance standards for each associate.
- Ensure all inventory functions are completed as directed, including regular inventory counts.
- Establish and maintain operational and monetary controls. Prepare daily bank deposits and perform daily/weekly auditing tasks. Reports any discrepancies, or suspected theft by employees or customers immediately.
- Ability to maintain and monitor visual security systems.
- Ensure cleanliness of retail and storage space.
- Responsible for the physical security of the unit (both store hours and after hours).
- Oversee advertisement and marketing of the business.
- Payroll reporting for full time and part time staff.
- Minimum 40/hrs per week.
- Organize store layout and setup.
- Maintaining Incoming and outgoing Canada Post.
- Overseeing Lotto (OLG).

Employment Opportunity

Additional Requirements/Skills Needed:

- Scheduling for 6+ employees.
- Approving timesheets.
- Administrative paperwork (filing, labeling, staff folders, flyers, posters etc.)
- Handling customer service issues.
- Organizing in store displays.
- Plan, organize and execute store events.
- Preparation of store prior to opening and Grand Opening.

Required Education, Skills and Qualifications:

- High School Diploma or GED required. 4 year degree in Business or Retail Management preferred.
- 2+ years prior management and supervisory experience, plus 3 years retail sales experience.
- Strong leadership, organizational skills, and time management skills are critical.
- Proven customer service skills and strong interpersonal communication skills required.
- Sales and goal oriented.
- Accounting, Inventory and POS System software experience required.

Physical Requirements:

- Ability to stand and walk for long periods of time, up to 8 hours per day.
- Lifting up to 40 lbs. without assistance.
- Bending, rotating, and reaching inventory; including receiving, pricing, and stocking/back stocking merchandise.
- Exposure to typical retail environment conditions and noise levels.
- Able to operate a computerized sales terminal and train staff.

How to apply:

Please Email resume to: Dredgecut@yahoo.com

Closes: Sunday, December 10, 2023 (12pm)

Only those resumes received by the closing deadline will be considered.

**Thunderbird Plaza, Unit 4/5, 785 Tecumseh Road, Walpole Island, Ontario N8A 4K9
Telephone (519) 704-5045**