



Career Opportunity: **Store Manager**

ABOUT COWESSESS VENTURES LTD.

Cowessess Ventures Ltd. is the economic development corporation responsible for overseeing six Cowessess First Nation business entities. The corporation manages two retail gas stations, a mixed cattle and grain farm, a renewable energy facility, a construction company and is actively developing land holdings and utility scale energy projects. By overseeing new and existing business pursuits in diversified sectors, Cowessess Ventures brings economic prosperity and vibrancy to the Cowessess First Nation and its members.

JOB DESCRIPTION

Cowessess Ventures is seeking to fill the full-time Store Manager position for Cowessess Gas & Grocery for both locations (Regina and Cowessess). The Store Manager will be responsible to provide operational leadership to both Cowessess Gas & Grocery Stores. This position is responsible for ensuring profitable operation of the business, safeguarding of assets and protecting the investment of the shareholders while ensuring the safety of its staff and customers. The Store Manager must lead by example to ensure high standards of customer service are provided by the staff to encourage repeat business. The Store Manager will provide strategic and operational leadership to both the stores and help Cowessess Gas & Grocery grow as an organization.

GENERAL RESPONSIBILITIES

Reporting Structure

- ❖ The Store Manager directly reports and is accountable to the CEO of Cowessess Ventures and is responsible for the financial and operational performance of the businesses.
- ❖ The Store Manager, via the CEO, is responsible for providing reporting to the Cowessess Ventures Board of Directors on a regular basis at duly called board meetings.
- ❖ The Store Manager shall provide progress reports and feedback on operating efficiencies and issues.

Location of Work

- ❖ The Store Manager is responsible for overseeing both locations (Regina - Highway 33 and on-reserve at Cowessess).
- ❖ The Store Manager shall allot 2-4 hours each week to spend at the Cowessess Ventures Finance Department working with the Financial Controller and Accounting Clerk.
- ❖ The Store Manger shall work with supervisors to undertake operations in such a way to limit the need for travel between the locations.
- ❖ The primary job duties and functions shall be carried out from the Regina location.

Staffing

- ❖ Working with HR on recruitment and hiring, supervising staff, providing orientation and training;
- ❖ Scheduling staff and assigning duties, following up on work assignments and results;
- ❖ Coaching and counseling employees, monitoring job performance, completing and communicating regular performance evaluations;



- ❖ Reviewing employee timecards and working with Finance regarding applicable payroll issues;
- ❖ Developing constructive and cooperative working relationships with others and promoting teamwork at the stores; and
- ❖ Communicating effectively with employees and senior management.

Financial Management

- ❖ Supervising the ordering of inventory, monitoring stock levels, rotating stock and updating prices to maintain product margins;
- ❖ Tracking sales and price changes to control business accountability and achieve desired margins and overall profitability;
- ❖ Ensuring adequate controls for cash floats;
- ❖ Facilitating the delivery of information as required including daily sales receipts/reports and invoices;
- ❖ When necessary, facilitating the delivery of supplies as required to the store locations;
- ❖ Collecting accounts receivable and minimizing charge account balances;
- ❖ Supervising periodic and year-end inventory counts;
- ❖ Securing inventory and minimizing cash resources on hand;
- ❖ Reviewing financial performance, establishing budgets, monitoring results, investigating variances and initiating corrective measures in conjunction with the Finance Department;
- ❖ Facilitating bank deposits; and
- ❖ Assisting with year-end and audit preparation work as necessary.

Operational

- ❖ Managing computer hardware, software, point-of-sale and other systems to ensure they remain operational and cost effective;
- ❖ Ensuring physical security and integrity of the business, safe operations of the overall site, developing and implementing workplace safety best practices and Occupational Health & Safety regulations including cleanliness and neatness;
- ❖ Responsible to ensure permits and insurance are in place for all areas of store operations;
- ❖ Responsible to develop, implement and update policies and procedures in conjunction with the Cowessess Ventures staff;
- ❖ Acting as a liaison and point of contact with vendors providing feedback to suppliers and warehouses regarding customer opinions, buying trends and other pertinent information;
- ❖ Ensuring that the ESSO & Optimum program are monitored as required;
- ❖ Acting as the liaison and point of contact with the ESSO Territory Manager;
- ❖ Recommending sales promotions, clearances, discount plans, displays and other customer attractions to management and implementing them; and
- ❖ Maintaining an online shared filing system.

Customer Focus

- ❖ Developing and implementing marketing and operational plans, strategies and the goals and objectives of Cowessess Gas & Grocery;
- ❖ Identifying current and future customer requirements;
- ❖ Establishing a rapport with potential and existing guests and vendors;



- ❖ Representing the stores to the community, organizations and agencies and performing a goodwill ambassador role;
- ❖ Ensuring customer complaints are addressed and handled professionally leaving the customer with a positive resolution; and
- ❖ Performing other duties that may be periodically assigned.

QUALIFICATIONS

Education

- ❖ Education/training in business administration is preferred.

Skills and Experience

- ❖ At least ten (10) years' work experience and training in retail gas store operations, supervision and management.
- ❖ A combination of education and experience in a related field may also be considered.
- ❖ Knowledgeable in business management and governance principles.
- ❖ Ability to plan, lead and train employees.
- ❖ Ability to establish, implement, interpret and communicate policies and procedures.
- ❖ Skilled at critical thinking, decision making and managing own time and time of others.
- ❖ Skilled at written and verbal communication.
- ❖ Skilled at directing people and delegating tasks.

Compensation and Requirements

- ❖ Compensation to be determined based on the candidate's level of experience and qualifications. Performance incentives will be negotiated.
- ❖ The candidate must possess a valid Saskatchewan Class 5 driver's license and must maintain this during the term of employment.
- ❖ The candidate will be required to use a personal vehicle for travel; reimbursement for mileage will be available as per policy.

Please submit resume and cover letter by December 23, 2020 to admin.ventures@cowessessfn.com. The cover letter should outline your interest in this position, the skill set you bring along with your preferred employment arrangement and compensation expectations.

For more information regarding this opportunity, please contact Jessica Nixon, CEO, at (306) 731-7471 or jessica.nixon@cowessessfn.com. Deadline for applications is **Wednesday December 23, 2020 at 11:59pm**.