

Employment Opportunity

“General Manager”

Pabineau Gas, Grocery, Seafood Market & Takeout

Objectives:

The Pabineau First Nation is looking for a “General Manager” for the Pabineau Gas, Grocery, Seafood Market & Takeout. The “General Manager” will be responsible for the business performance and operational efficiency of Pabineau Gas, Grocery, Seafood Market & Takeout and maintaining high standards of food, service, health and safety.

Key Responsibilities:

The key responsibilities of this position will include, but are not limited to, the following:

- the sale of automotive fuels, lubricants, and accessories,
- the sale of a wide variety of grocery products,
- the sale of a variety of cooked, frozen, and packaged seafood,
- the operation a takeout kitchen and sale of cooked takeout food products,
- the sale of a number of other miscellaneous in-store products, and
- the day-to-day cleaning and maintenance of the facility.

Accountability

The “General Manager” will be accountable to the Chief and Council of the Pabineau First Nation and their designates.

Administrative Responsibilities

The Administrative responsibilities of this position will include, but are not limited to, the following:

- managing and motivating fellow-staff in an effort to increase sales and to ensure operational efficiency
- managing inventory and making key decisions about inventory control
- analyzing sales figures and forecasting future sales volumes to maximize profits
- analyzing and interpreting trends to facilitate planning

- using information technology (POS System and computer software) to record sales for data analysis and business planning
- ensuring standards for quality, customer service and health and safety are met
- resolving health and safety, legal and security issues
- responding to customer comments and complaints
- customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- promoting the Pabineau Gas, Grocery, Seafood Market & Takeout locally and in the surrounding region
- organizing special promotions, displays and events
- attending meeting
- updating the Chief and Council and their delegated staff on business performance, prospective initiatives, and other pertinent issues
- talking to colleagues and customers, and identifying or resolving urgent issues
- maintaining an awareness of market trends in the retail industry, understanding forthcoming customer initiatives, and monitoring what local competitors are doing
- recommending to the Chief and Council changes that may improve the business (e.g. revising opening hours to ensure the store can compete effectively in the local market, etc.)

Qualifications:

Candidates for the position of “General Manager” must:

- be at least 19 years of age
- be functionally bilingual (English and French)
- have a mature and responsible attitude
- be a team player
- be extremely organized and pay attention to detail
- be a highly motivated, self-managed individual
- employ good judgment in their work with staff and the general public
- have extensive experience in using a computer and various computer applications
- have professional verbal and written communication skills
- be capable of handling multiple tasks in a dynamic environment
- have experience in working with the public in a courteous and professional manner.
- be willing to undertake training to enhance personal and professional skills
- be capable of working with minimal direction (be a self-starter)
- be able to handle a high stress, high demand, and fast paced environment
- pay great attention to detail and be confident in dealing with a wide range of people

Preferential consideration will be given to candidates with a minimum of five years of experience in retail sales and administration (ideally in a corporate or other fast-paced environment) and experience in working with customers and/or the public in a courteous and professional manner.

Note: This position is open to the public.

Location: Pabineau Gas, Grocery, and Seafood Market/Take-Out, Pabineau First Nation, New Brunswick

Wage: To be negotiated, based upon the education, experience, and qualifications of the successful applicant.

If you are interested in applying for this employment opportunity, please submit your resume, cover letter, and 2 references in a sealed envelope to the Chief and Council. Please leave this package with Kirk Ellis, our Communications Administrator.

Attention: Chief and Council
Pabineau First Nation
1290 Pabineau Falls Road
Pabineau First Nation, N.B.
E2A 7M3

Application Deadline: Friday, April 24, 2009 at 12 PM (Noon)

Note: No applications will be accepted beyond the closing deadline.

Interviews: Interviews will only be scheduled for applicants who meet the qualification requirements identified above. Interviews will be conducted at the Pabineau First Nation Community Center on Friday, April 24, 2009, from 1 – 5 PM.