



J.B. Gambler Store

Employment Opportunity

OPERATIONS MANAGER

Bigstone Cree Nation is seeking highly qualified person to plan and direct the day-to-day operations of the **J.B. Gambler Store** in **Calling Lake, AB**. They will supervise the store's employees, including hiring, firing, performance evaluation, scheduling and assigning duties and responsibilities. The Operations Manager will be responsible for maintaining the overall culture of the store and to ensure the staff also represents and embraces the store's culture and goals. They will oversee the operational and organizational standards of the store as well as implement the marketing, advertising and financial strategy dictated by the Board of Directors.

Responsibilities and Duties:

- Complete store operational requirements by scheduling and assigning employees; following up on work results
- Maintain store staff by recruiting, selecting, orientating and training employees
- Maintain store staff job results by coaching, counseling and disciplining employees; planning, monitoring and appraising job results
- Prepare annual budgets, schedule expenditures, analyze variances; initiate corrective actions
- Ensure availability of merchandise and services by approving contracts; maintaining inventory
- Secure merchandise by implementing and maintaining security systems and measures
- Protect employee and customers by providing a safe and clean store environment
- Maintain inventory by implementing purchase plans and staying in contact with vendors and shippers
- Ensure standards for quality, customer service and health and safety are met
- Respond to customer complaints and comments

Qualifications:

- Business Administration Certificate and/or equivalent education and a minimum of 3-year work related experience will be considered.
- Excellent attention to detail and strong work ethic
- Ability to effectively communicate both in oral and written form;
- Excellent interpersonal and public relations skills;
- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- Maintain high degree of confidentiality;
- Valid Alberta Driver's Operator license, and reliable transportation;
- Ability to understand and speak Cree is an asset;
- Must be bondable – a valid criminal record check is required;

Submit Cover Letter and Resume, Three work related references & Current Criminal Record Check & Vulnerable Sector check in confidence to:

Lorna Auger, Executive Director
Box 960 Wabasca, AB. T0G-2K0
Email: lorna.auger@bigstone.ca
Fax: (780) 891-3888

Submission Deadline: February 16, 2024 @ 4:30PM

Thank-you in advance for all the applicants. Only applicants that meet the criteria will be contacted for an interview.