



## **BIGSTONE STORE LTD. EMPLOYMENT OPPORTUNITY OPERATIONS MANAGER**

**Bigstone Cree Nation** is seeking a highly qualified person to plan and direct the day-to-day operations of the **Bigstone Store Ltd. on reserve in Wabasca, AB**. They will supervise the store's employees, including recruiting, 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 represent and embrace 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.

### **DUTIES/RESPONSIBILITIES:**

- 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 employees 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; and
- Respond to customer complaints and comments.

### **QUALIFICATIONS:**

- Extensive knowledge and appreciation for Bigstone Cree Nation people, culture, language, history, values, traditions, and extended family relationships;
- 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;
- Maintain high degree of confidentiality;
- Valid Alberta's Drivers Operator license and reliable transportation;
- Ability to understand and speak Cree is an asset; and
- A criminal record check is required once a letter of offer is accepted.

**Submit cover letter, resume, credentials, three work related references and a vulnerable sector check to:**

May Houle, Human Resources Manager  
Bigstone Cree Nation  
Box 960 Wabasca, AB, T0G 2K0  
Email: [may.houle@bigstone.ca](mailto:may.houle@bigstone.ca)  
Tele: 780-891-3836 Fax: 780-891-3888

**Posted:** June 26 2024

**Deadline:** Until a suitable candidate is found

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