



EMPLOYMENT OPPORTUNITY

SIKSIKA GROUP OF COMPANIES (“SGC”)

Positions: Grocery Store Leaders: Bakery/Deli (I) and Meat Department (I)
Subsidiary: Siksika Trail Market LP.
Term: 3-Year Contract
Salary: Commensurate as per approved SGC Salary Classification

Date Posted: January 20, 2023
Deadline for submission: February 3, 2023 (dates subject to change)
Pre-screening: Week of February 6, 2023 (dates subject to change)
Interviews: Week of February 6, 2023 (dates subject to change)

General Statement of Duties (not limited to the following):

The Leaders are responsible for the organization, co-ordination, and administration of their respective areas, while maintaining a strong communication link with the Retail Store Manager (Grocery Store Manager on an interim basis). The key responsibilities of the Leaders require several general duties to be performed daily. The Leaders must be accommodating and willing to work on weekends, Statutory and Designated holidays, and possible shift work.

Experience:

- *Supervisory experience* - 1 to 3 years' experience in a retail supervisory or equivalent position
- *Leadership Skills* – recognized as committed, responsible and thoughtful, Leaders are responsible for effectively supervising shift staff and establishing professional rapport in facilitating last-minute schedule changes, maintaining moral, and drawing commitment out of all staff, etc.
- *Organization Skills* – with a wide variety of responsibilities that must be managed daily, Leaders must stay focused, committed, and capable of multitasking.
- *Friendly and Outgoing* – strong interpersonal and customer service skills allow Leaders to interact with employees, address customer questions, concerns, and complaints in a professional manner.

Qualifications Required:

These positions require a Grade 12 Diploma supplemented with 1-3 years' experience in food service/retail/supervisory. Management or Business courses is an asset. A combination of Education and Experience may be considered.

Note: Due to the nature of the business the Successful Applicant will be required to provide an updated Criminal Record Check upon commencement of employment, for the sole purpose of the cash handling / lottery on site. The Criminal Record Reports will be held in the strictest confidence.

(For a complete Job Description please contact 403-734-5244)

At least three (3) References MUST be listed on application for contact and ALL certificates must be attached. SGC is an Equal Opportunity Employer, however preference may be given to applicants with Aboriginal descent.

INCOMPLETE APPLICATIONS WILL BE SCREENED OUT

Please submit SGC Application Form & Resume to:
SGC Human Resources
P.O Box 1520 Siksika, AB T0J 3W0
HR@siksikaresource.com

Inquiries should be directed to the SGC Human Resource Department or by contacting our office at 403-734-5244

We thank all interested applicants in advance, however, only those selected for an interview will be contacted.