



EMPLOYMENT OPPORTUNITY

SIKSIKA GROUP OF COMPANIES (SGC)

Position: Retail Manager
Subsidiary: Retail Division
Term: 3-Year Fixed Term Contract
Salary: Commensurate as per approved SGC Salary Classification

Posting Date: January 19, 2023
Deadline for submission: February 10, 2023 @ 4:30 PM (date subject to change)
Pre-screening: Week of February 13, 2023 (dates subject to change)
Interviews: Week of February 13, 2023 (dates subject to change)

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

The Retail Manager is responsible for leading the team by creating a culture around superior customer experience, consistent sales delivery, operational standards, team development, daily operations, and ensures smooth running of all the retail operations to maximize sales and minimize costs of Siksika Subway, Siksika Petro Canada, Siksika Trail Market, Siksika Tel and all future retail businesses. This position requires exceptional leadership, strong business acumen and extensive experience in retail operations. The Retail Manager is required to develop business plans, set projections and goals, monitor, analyze, and report on results for all businesses, and ensures long-term business growth in accordance with the company's core values and established policies & procedures. Must have a clear understanding of all retail POS and accounting systems.

Requirements and Skills (not limited to the following):

- Retail Operations, Sales, and Leadership experience including customer service, merchandising, inventory control, store budget preparation, employee retention, Health and Safety, payroll, scheduling, and loss prevention.
- Strong computer skills: POS Systems and Microsoft Office
- The availability and the ability to work a flexible schedule to meet the demands of a retail business & consumer to include regular nights, weekends, and statutory and designated holidays.
- The Retail Manager should be a passionate leader capable of multi-tasking, attention to detail, and energetic about helping the Managers, employees and customers that enter into our businesses.
- Able to coordinate and manage a team to accomplish multiple tasks in a fast-paced environment.
- Lead by example regarding sales, store experience, and operations.
- Valid driver's license and submit a clean drivers abstract.

Education and Experience:

- University Degree in business administration, finance, or relevant field.
- 4 to 6 years store management experience supplemented with two years' experience in supervision.
- A combination of education and experience may be considered.

(For a complete Job Description please contact 403-734-5244 or HR@siksikaresource.com)

At least three (3) References MUST be listed on the application 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 Application, Resume, and Certificates to:

SGC Human Resources
P.O Box 1520 Siksika, AB T0J 3W0 or
HR@siksikaresource.com

Inquiries should be directed to the SGC Human Resource Department at 403-361-1101 or by contacting our main office at 403-734-5244

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