



ASSISTANT MANAGER

We are focused on developing a company that will be a positive influence on our employees and community. A place where we work well as a team to provide amazing customer service and to achieve personal and business goals. We are looking for energetic, skilled, and motivated individuals to join us on this journey.

Salary and Benefits: ~ 58,000 with extended benefits package (i.e., health, dental and retirement)
Hiring Plan: 1 full-time

The Assistant Manager plays a critical role in the efficient operation of the store, its performance, and compliance. As a primary contact and team leader, they model exemplary conduct and actively contribute to an environment of employee and customer engagement. Working closely with the General Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They perform various duties personally or through supervision of employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Support GM to plan, direct and evaluate the operations and financial performance of the Store
- Support GM to develop marketing strategies and determine merchandise and services to be sold. Execute and support management team to put in place these strategies and initiatives (e.g., seasonal displays, promotions, and décor).
- Support GM to manage contracts, plan budgets, and implement policy
- Resolve customer complaints and support GM to address human resource matters
- Support GM to interview, hire and oversee training for staff
- Manage and order inventory, product line, and freshness of products according to company and customer requirements. Ensure food storage conditions are adequate

Required Qualifications:

- High School Diploma, General Education Development, or equivalent
- 2+ years grocery/retail management and 1+ years supervision and management
- Current BC drivers' license and access to a reliable vehicle
- See "nature and scope" at www.visionquestbc.ca/project/ttes/

Preferred Qualifications:

- Related College/Technical
- Well-developed planning, organizing, controlling, and administration skills.
- Highly effective written, oral, and interpersonal communication skills.
- Strong computer literacy and proficient with productivity and inventory control software.
- Demonstrated teamwork, supervision, and customer service skills.
- Ability to handle multiple demands, work under pressure, and make decisions.
- Awareness of Indigenous issues and barriers to opportunities

