



GROCERY / PRODUCE DEPARTMENT 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: ~ 55,000 with extended benefits package (i.e., health, dental and retirement)
Hiring Plan: 2 full-time

The Grocery / Produce Department Manager plays a critical role in the efficient operation of the store and its performance. As a primary contact and team leader, the Department Manager models exemplary conduct and actively contributes 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 are responsible for the safe, efficient, and fiscally responsible operation of the Department. They perform various duties personally or through supervision of Department employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Support GM to interview, hire and oversee training for staff.
- Supervise and coordinate department and store staff
- Provide customer service and resolve problems that arise, such as customer complaints and supply shortages
- Prepare special displays, merchandise and lead product placement, and order merchandise
- Manage and order inventory, product line, and freshness of products according to company and customer requirements. Ensure food storage conditions are adequate
- Prepare reports regarding sales volumes, merchandising and personnel matters

Required Qualifications:

- High School Diploma, General Education Development, or equivalent
- 2+ years grocery retail and 1+ years supervision and management experience
- See "nature and scope" at www.visionquestbc.ca/project/ttes/

Preferred Qualifications:

- Well-developed planning, organizing, controlling, and administration skills.
- Highly effective written, oral, and interpersonal communication skills.
- Demonstrated teamwork, leadership/supervision, and customer service skills.
- Sharp attention to detail and ability to handle multiple demands and work under pressure.
- Current BC drivers' license and access to a reliable vehicle.
- Awareness of Indigenous issues and barriers to equal opportunities