



Sioux Valley Dakota Nation
Employment Opportunity
General Manager
Petro
Full-time, Permanent



POSITION SUMMARY:

The General Manager is responsible for the successful operation of the business, organization, team building, and management of Petro-Can. The General Manager is expected to promote the business and manage in all areas.

DUTIES INCLUDE:

- Plan and implement strategies to attract customers
- Coordinate daily customer service operations
- Track the progress of weekly, monthly, and annual objectives
- Evaluate employee performance
- Identify hiring and training needs of employees
- Supervise and motivate staff to perform their best
- Coach and support new and existing staff
- Communicate with patrons and evaluate their needs
- Analyze consumer behaviour and adjust product positioning
- Handle complaints from customers
- Fuel/Tax Rebates
- Create reports, analyze, and interpret retail data, like revenues, expenses and competition
- Make sure employees adhere to SVDN/Suncor policies and guidelines
- Act as the stores representative and set an example for the staff
- Operations – Breakdown Monitor Systems
- Revenue – E.O.D Back Manager for daily sales
- Reconciliations
- Other duties as required

QUALIFICATIONS:

- Business Administration Diploma or relevant work experience an asset
- Proven experience as a manager or of similar position
- Experience with recruiting and performance evaluation processes
- Familiar with financial and customer service principles
- Excellent math skills with the ability to create and analyze reports, spreadsheets and sales statistics
- Proficient in Microsoft Office
- Leadership and organizational abilities
- Interpersonal and communication skills
- Problem solving attitude
- Flexibility to work hours
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

PLEASE NOTE: Salary commensurate with education and experience. Applicants must submit with their application three written references that are not friends or family.

Competition Number: 202285

APPLICATION DEADLINE: Open Until Filled.

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

E-mail: hrapplications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.