

# Moricetown Band Office

## Mailing Address:

Suite #3 - 205 Beaver Road  
Smithers, BC  
V0J 2N1



## Location Address:

205 Beaver Road  
Moricetown, BC  
Canada

**Telephone:** (250) 847 – 2133

**Fax:** (250) 847 – 9291

**Job Title** Gas Bar Manager

**Organization** Moricetown Gas Bar & Convenience Store

## **Tasks & Responsibilities**

- Oversee store operations, supervise employees and manage inventory.
- Focus on customer satisfaction and needs, ensure that employees provide customers with world class customer service through use of best practices and communication of the importance of superior customer service.
- Ensure prompt reconciliation of store operations paperwork.
- Develop successful sales plans to grow store profitability.
- Implement new product lines and create strategies to introduce and promote them to customers. Prioritize, plan, and coordinate work activities, and manage time and resources so that work objectives are met.
- Forecast, schedule, and monitor labor to be consistent with store sales and productivity guidelines and wage budgets; create action plan to address cost control issues. Conduct daily cash-flow reconciliations on lotto, fuel and ciggs.
- Maintain positive working relationships with direct reports, peers, supervisors, suppliers, and customers effectively handling complex or difficult situations involving others.
- Recruit, train, develop, motivate and manage job performance of store employees, with assistance of other management personnel.
- Ensure compliance with legal requirements and company policies and procedures, including cheque cashing, security, safety, sanitation and wages.
- Promote Moricetown Esso to your customers and community.

## **Skills Required**

- Minimum two years of retail / food service management experience.
- Solid problem-solving, analytical and time-management skills.
- Strong communications skills.
- Excellent customer service skills.
- Desire to be part of a performance-driven team.
- Ability to work varied hours/days, including nights, weekends, and holidays as needed.

## **Apply to:**

Lucy Gagnon – Band Manager  
Moricetown Band Administration  
Suite # 3 – 205 Beaver Road  
Smithers, B.C.  
V0J 2N1

**Deadline:** Friday August 24<sup>th</sup> 2007 4:30 pm

Preference will be given to local community members of aboriginal ancestry, preferably those who live and promote a healthy lifestyle, have access to a vehicle and hold a valid driver's license. We appreciate all interested applicants, however, only those short listed will be called for an interview. No phone calls please.

*“Serving our community with pride, providing services and programs to enhance the development of our nation.”*