



## *Career Opportunity:*

### **Store Manager – Cowessess Gas & Grocery Store 1**

#### **ABOUT COWESSESS VENTURES LTD.**

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Cowessess Ventures Ltd. is the economic development corporation responsible for overseeing the Cowessess First Nation business entities. The corporation manages two retail gas stations/convenience stores, a renewable energy facility and is actively developing land holdings and utility scale energy projects. By overseeing new and existing business pursuits in diversified sectors, Cowessess Ventures brings economic prosperity to the Nation and its members.

#### **JOB DESCRIPTION**

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Little Child Holdings LP is seeking to fill the Store Manager position for Cowessess Gas & Grocery Store 1 located on the Cowessess First Nation. This position is responsible for ensuring profitable operation of the business, safeguarding of assets, protecting the investment of the shareholders and ensuring the safety of staff and customers as well as working with the Nation to ensure essential services are provided. The Store Manager must lead by example to ensure that high standards for management, professionalism and customer service are provided. The Store Manager will be part of a team that provides strategic and operational leadership to help Cowessess Gas & Grocery grow and profit.

#### **JOB RESPONSIBILITIES**

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##### **Reporting Structure**

- ❖ The Store Manager reports directly to the CEO of Cowessess Ventures and is responsible for the financial and operational performance of the Cowessess Gas & Grocery Store.
- ❖ The Store Manager, via the CEO, is responsible for providing reporting to the Cowessess Ventures Board of Directors on a regular basis.

##### **Location of Work**

- ❖ The position is located at the store on the Cowessess First Nation just off Highway 247 near Crooked Lake, Saskatchewan.

##### **Staffing**

- ❖ Working with HR on recruitment, hiring and staff retention, supervising senior staff and providing orientation and training as required;
- ❖ Coaching and counseling senior staff, monitoring their job performance and completing regular performance evaluations in conjunction with HR;
- ❖ Reviewing and approving timesheets for the senior staff and working with Finance regarding applicable payroll issues;
- ❖ Developing constructive and cooperative working relationships with the staff and promoting teamwork at the store; and
- ❖ Communicating effectively with staff and management.



## **Financial Management**

- ❖ Overseeing the ordering of inventory, monitoring stock levels, rotating stock and updating prices to maintain product margins;
- ❖ Tracking sales and price changes to achieve desired margins and overall profitability;
- ❖ Regularly reviewing the product mix and business units and adjusting seasonally and/or as required to maximize profitability;
- ❖ Ensuring the controls for cash are being followed;
- ❖ Ensuring the shift reconciliation and cash counts are being completed accurately and in a timely manner;
- ❖ Collecting accounts receivable and minimizing charge account balances;
- ❖ Supervising periodic and year-end inventory counts;
- ❖ Securing inventory and minimizing cash on hand;
- ❖ Reviewing financial performance, establishing budgets, monitoring results, investigating variances and initiating corrective measures as necessary in conjunction with Finance;
- ❖ Facilitating bank deposits; and
- ❖ Assisting with year-end financial statement preparation as necessary.

## **Operational**

- ❖ Monitoring the performance of computer hardware, software, point-of-sale and other systems to ensure they remain operational and cost effective;
- ❖ Ensuring the physical security and integrity of the business and safe operations of the overall site;
- ❖ Assisting in the development and implementation of workplace safety best practices and Occupational Health & Safety regulations including cleanliness and neatness;
- ❖ Ensuring the appropriate permits and insurance are in place for all areas of store operations in conjunction with Finance;
- ❖ Acting as a liaison with vendors as necessary;
- ❖ Ensuring that the ESSO & Optimum program terms and conditions are being fulfilled as required;
- ❖ Acting as the liaison and point of contact with the ESSO Territory Manager;
- ❖ Recommending sales promotions, clearances, discount plans, displays and other customer attractions to management and implementing them as required; and
- ❖ Maintaining a shared online filing system in conjunction with Finance.

## **Governance**

- ❖ Assisting with the development of marketing and operational plans, strategies and goals and objectives of the Cowessess Gas & Grocery Store for presentation to the Board as necessary;
- ❖ Implementing the approved plans and ensuring they are aligning with the strategies and goals; and
- ❖ Providing input into policy and procedure revisions as necessary in conjunction with the Cowessess Ventures staff.

## **Customer Focus**

- ❖ Identifying and assessing current customer requirements;



- ❖ Working with the Nation to identify and analyze goods and/or services that may be needed while maintaining appropriate profitability;
- ❖ Representing the store and performing a goodwill ambassador role;
- ❖ Ensuring customer complaints are addressed and handled professionally leaving the customer with a positive experience; and
- ❖ Performing other duties that may be periodically assigned.

## QUALIFICATIONS

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### Education and Experience

- ❖ A degree or diploma in a business discipline is preferred.
- ❖ Education and training in the areas of economic development, business administration, commercial and/or retail sales will be considered.
- ❖ At least ten (10) years' work experience in retail gas/convenience or grocery store operations along with relevant supervision, management and analytical experience.
- ❖ Knowledge of governance principles and effective management styles.
- ❖ Ability to lead and mentor staff.
- ❖ Ability to monitor and enforce policies and procedures.
- ❖ Skilled at critical thinking, decision making and effectively managing time.
- ❖ Skilled at written and verbal communication.

### Compensation and Requirements

- ❖ Employment options include contract work or an employee-employer relationship. The pay range is \$65,000 to \$90,000 dependent on training and experience.
- ❖ The candidate must possess a valid Saskatchewan Class 5 driver's license and have access to a reliable vehicle and must maintain these during the term of employment.
- ❖ The candidate will be required to use a personal vehicle for travel; reimbursement for mileage will be available as per policy.

Please submit a resume and cover letter to [admin.ventures@cowessessfn.com](mailto:admin.ventures@cowessessfn.com). The cover letter should outline your interest in this position, the skill set you bring along with your preferred employment arrangements and compensation expectations.

For more information regarding this opportunity, please contact Kathryn Dalsgaard, Financial Controller, at [kathryn.dalsgaard@cowessessfn.com](mailto:kathryn.dalsgaard@cowessessfn.com) or (306) 522-5558. Deadline for applications is **Friday, November 17, 2023 at 4:30 PM.**

**We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.**