



Skwłāx te Secwepemcúlecw Job Posting

The Organization:

Skwłāx te Secwepemcúlecw (SteS) is traditionally known as Skwłāx, which translates to Black Bear in Secwépmctsín, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Gas Station Assistant Manager:

Under the direction of the Gas Station Manager, the Assistant Manager is responsible for assisting in the planning, directing, controlling, promoting, and ensuring the operations of SteS Gas Station. The Assistant Manager will ensure the gas station is operated in a manner that reflects the highest quality of service, convenience to our customers and increased profits.

Requirements - What you bring to the organization:

- Post secondary education Sales, Marketing, Business Administration or equivalent is preferred
- Minimum grade 12 or equivalent
- Minimum three (3) years in retail and/or gas station experience
- Minimum two (2) years supervisory/managerial experience
- Experience and knowledge with Point of Sale (POS) software and Microsoft products
- Well developed business acumen and entrepreneurial mindset
- Strong leadership and interpersonal skills
- Strong verbal and written communication skills
- Excellent customer service skills
- Strong conflict resolution skills
- Possess a valid driver's license
- Must obtain a satisfactory Criminal Record Check



Specific Duties and Responsibilities:

- Assist in recruiting, hiring and providing training and orientation to all employees
- Supervise and coordinate employee duties and assignments
- Assist in planning and developing budgets and expenditures
- Assist in determining merchandise and services to be sold and implement pricing strategies
- Assist in maintaining fuel and merchandise inventories
- Resolve problems, customer complaints and supply matters
- Help coach, counsel, and discipline employees
- Aids in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards
- Assist in preparing reports regarding sales volumes, merchandise and personnel matters
- Establish and maintain a positive, professional, friendly and engaging services to all clients, to ensure overall client satisfaction to encourage repeat business
- Assist in maintaining and organizing vendor, employee and sales files to achieve a high level of organization and effectiveness
- Identify strategic goals by gathering pertinent business, financial, and operations
- Maintain the work area in a clean and professional manner
- Perform other duties and responsibilities as assigned or needed.

Application Deadline:

Open until filled.

Email: hr@lslb.ca
Fax: 250-679-3220
In Person: Little Shuswap Lake Band Office
1886 Little Shuswap Lake Road
Chase, BC
VOE 1M2

NOTE: While we thank you for your interest in Skwłāx te Secwepemcúlecw, we will only be contacting the short- listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.