



# EMPLOYMENT OPPORTUNITY

Swan Lake First Nation  
Box 368, Swan Lake, Mb R0G 2S0

---

<b>POSITION:</b>	<b>HEADINGLY GAS BAR – MANAGER</b>	<b>DEPT:</b>	<b>ENTERPRISE</b>
<b>TERM:</b>	<b>FULL-TIME</b>	<b>SALARY:</b>	<b>TBD</b>
<b>REPORTS TO:</b>	<b>ECONOMIC DEVELOPMENT OFFICER</b>	<b>CLOSE DATE:</b>	<b>OPEN UNTIL FILLED</b>

---

## **POSITION SUMMARY:**

As the Manager, you are reporting to the Economic Development Officer and working with the Swan Lake First Nation Enterprises Board. The Manager is responsible for the day-to-day store operations, including scheduling training, and supervising employees and the assistant manager. The Manager must know all aspects of the role. The store manager is accountable for the safe and profitable operation of the sites and all personnel reporting to them. The manager ensures that enough inventory is available and well-stocked, all equipment is functional and operational, staff is available to meet customer needs, and payments for fuel and merchandise are processed and recorded properly. The Manager will provide leadership and direction to employees in accordance with SLFN policies, procedures, programs, merchandising standards and overall expectations.

## **DUTIES AND RESPONSIBILITIES:**

- Opening and closing the business
- Must have a good understanding of rules and regulations governing the operations of a retail outlet on First Nations lands including but not limited to fuel operations, rebates on tobacco and fuel tax. (federally and provincially)
- Direct/Manage store development budget components
- Evaluate daily operations, count and verify daily cash and make deposits
- Must work with the Enterprise board to develop and implement procedure to achieve financial results and budget expectations in the areas of sales, gross margins, inventory control, customer service expenses to achieve desired net profit.
- The ability to create visually appealing displays, effectively advertise merchandise and maintain store cleanliness and sanitation.
- Complete the financial aspects, such as entering cash reports, bank reconciliation, and accounts payable.
- Prepare and submit a yearly budget and send monthly reports.
- Ordering of supplies with outside vendors and contractors
- Ordering of ATM money, supplies, and financial record of the ATM.
- Monitor terminal rack prices daily and ensure prices are promptly changed to ensure pump and sign price are accurate.
- Ensure compliance with all legal and environmental requirements and provided recommendations to update policies and procedures to ensure the business operations are following federal and provincial laws and regulations.
- Provide leadership and direction to employees in the following areas: employee relations (hiring, training, discipline, termination retention and recruitment), monitor employee performance, ensure policies and procedures are being followed, set minimal merchandising standards, and provide feedback of overall expectations.
- Provide leadership in health & safety. Identify unhealthy or unsafe situations and take corrective action. Ensure procedures for accident and fire prevention, and other safety procedures are always followed by staff and customers.
- Ensure that equipment is well maintained and report when repairs or maintenance are required.



# EMPLOYMENT OPPORTUNITY

Swan Lake First Nation  
Box 368, Swan Lake, Mb R0G 2S0

- Work on weekends is required.
- Set and follow through on all correspondence.
- Responsible to maintain an important level of professionalism.
- Resolve issues that may arise, including customers, complaints and supply shortages.
- Provide a Monthly schedule for all staff
- Update training for all team members.
- Maintain inventory of uniforms and cleaning supplies.
- Make sure the interior and exterior of the building are maintained to a high standard.
- Keep in contact with cleaners, contractors, and road maintenance people responsible for all aspects of the business to be successful.
- Attend SLFN Enterprise meetings regularly
- Other duties as assigned.
- Creating and executing marketing strategies for high-margin items, locally created souvenirs, items prioritized by distributors and other high priority merchandise.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- 5 years of experience in business management or post secondary experience in business management.
- Basic accounting and budgeting experience, including POS system.
- Highly proficient in Microsoft Office.
- Strong interpersonal skills.
- Proven ability to comply with operational policies and procedures, codes, and regulations.
- Must be able to read, write, and speak fluent English.
- Exceptional organizational, problem-solving, and interpersonal skills.
- Must have driver's license and reliable transportation to and from work as travel is required.
- Clear Criminal Record and Vulnerable Persons check and Child Abuse Registry check.
- Management experience (include on resume).
- Must possess excellent customer service skills.
- Must be trustworthy and reliable.
- Post Secondary education in business administration.
- Flexibility to work a variety of shifts, especially weekends (we are open seven days a week).
- Must be willing to submit to random drug testing.

Please submit resume, cover letter and references with position applying for in subject box to:

**Human Resources Manager – Swan Lake First Nation**

Email: [careers@slfn293.ca](mailto:careers@slfn293.ca)

Tel: (204) 836-2101 Fax: (204) 836-2255