

JOB POSTING

Sweláps Market is a new independent grocery store on Tíkemlúps te Secwépemc (TteS) lands where we work well as a team to provide amazing customer service and to achieve the company's vision and goals. We are looking for energetic, skilled, and motivated individuals to join us on our journey and to fill the following position.

POSITION TITLE:	General Manager
DEPARTMENT:	N/A
SUPERVISOR:	130110 BC Ltd. Board of Directors or Delegate
TERMS:	Full-Time Permanent
REFERENCE #:	2023-01

JOB OVERVIEW: The General Manager oversees all aspects of the Store's daily operations and profitability according to set goals and business objectives. While maintaining company standards and operating at maximum efficiency, the General Manager is responsible for all staff and continually focused on improvement. Setting aggressive business goals and objectives the General Manager leads by example and develops a team focused on performance, service excellence, and quality assurance. The General Manager will represent the Store positively and professionally in the community.

DUTIES & RESPONSIBILITIES: Responsibilities include and are not limited to the following:

- Plan, direct and evaluate the operations and financial performance of the Store
- Develop marketing strategies and determine merchandise and services to be sold
- Manage contracts, plan budgets, implement policy, and authorize expenditures
- Resolve customer complaints and human resource matters
- Lead, supervise, and manage team

To view the job description go to www.swelapsmarket.ca/jobs/general-manager

QUALIFICATIONS: **Required Qualifications:**

- High School Diploma, General Education Development, or equivalent
- Minimum 3+ years grocery management and 2+ years supervision and management
- Current BC drivers' license and access to a reliable vehicle
- Criminal record check is a mandatory condition of employment
- See "nature and scope" found on the job description via www.swelapsmarket.ca/jobs/general-manager

Preferred Qualifications:

- Related College / Technical

Fresh

Culture

Quality

- Experience with operating, capital, and cash budgeting.
- Well-developed planning, organizing, controlling, and administration skills.
- Highly effective written, oral, and interpersonal communication skills.
- Strong computer literacy and proficient with productivity and inventory control software.
- Demonstrated teamwork, leadership, and customer service skills.
- Ability to handle multiple demands, work under pressure, and make decisions.
- Ability to interact effectively with a variety of cultural groups.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

HOURS OF WORK: 40 hours/week and the ability to work a flexible schedule

Sweláps Market thanks all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS and Sweláps Market Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

**Deadline for the job posting is Monday, February 27, 2023
by 2:00pm**

We require each applicant to fill out an online application form which can be found at:

www.swelapsmarket.ca/jobs/general-manager.

Your cover letter and resume can be sent to info@swelapsmarket.ca

Any late submissions or submissions without the job application form will not be considered.