



PETROGLYPH
DEVELOPMENT GROUP

Snuneymuxw Gas Bar JOB POSTING

Gas Station Manager (Full-Time Permanent)

Reporting to the Chief Executive Officer, the Gas Station Manager participates in all areas of day-to-day operations such as inventory ordering, maintaining the store image, and the supervision of employees working at the gas station. The manager will monitor all controllable expenses and keep them within their assigned budget. They must determine stock needs, interact positively with vendors and customers, monitor receiving goods, maintain store inventory, and minimize waste and shortages. It is their main clerical accounting duty to reconcile all proceeds from the sale of gasoline and convenience store merchandise on a daily basis. The Gas Station Manager is responsible for ensuring the store adheres to company policies and procedures, as well as increase sales.

Main duties:

- Plan, direct and evaluate the operations of establishment;
- Manage staff and assign duties;
- Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales;
- Determine merchandise to be sold, and implement price and credit policies;
- Locate, select and procure merchandise for resale;
- Develop and implement sales strategies;
- Plan budgets and authorize expenditures;
- Resolve customer complaints;
- Determine staffing requirements and hire or oversee hiring of staff;
- Ability to supervise: 5 people or less

Experience requirements:

- Gas station manager: 2 years
- Store Management: 4 years
- Inventory Management: 2 years
- Customer Service: 5 years
- High school education

Key Competencies:

- Strong knowledge of management of staff, inventory, and financial tracking
- Understanding of Indian status tax exemption on fuel sales.
- Detail oriented with strong analytical, time management and organizational skills
- Be able to work well in a team environment
- Be able to work with minimal supervision
- Must adhere to SFN's strict confidentiality standards

Petroglyph Development Group offers a competitive compensation package.

Please submit your current resume and cover letter to:

Petroglyph Development Group

email:

info@petroglyphdg.com

Deadline Date: July 5, 2020

Please note only those applicants who are short-listed will be contacted