



# Muskowekwan First Nation No. 85

Box 249, Lestock, Saskatchewan S0A 2G0

Telephone: 306-274-2061 • Facsimile: 306-274-2110

Muskowekwan Gas Bar and Convenience Ltd., is currently seeking an enthusiastic and dynamic Store Manager to assist in the growth in of this First Nation institution.

**Position: Store Manager**

## **Position Summary:**

The Store Manager will be responsible for supervision, marketing, profitability, purchasing and sales, service and maintenance, reporting, accounting and overall day-to-day operations of the Muskowekwan Gas Bar & Convenience Ltd.

## **Duties:**

- Supervision of daily employee activities, prepare and schedule work shifts, implementing and monitoring store policies and procedures;
- Marketing development for store, coordination and planning of marketing activities;
- Profitability, purchasing and sales which will maintain accurate cash and inventory controls with store security;
- Ensure accurate inventory counts are done daily and at each shift change for fuel and tobacco with an annual physical inventory count;
- Selecting suppliers that offer maximum benefits for purchasing and sales margins;
- Reporting on financial statements to Board of Directors on a monthly basis or as required;
- Accounting and bookkeeping duties which ensure accuracy data entry, reconciling inventory adjustments and accounts receivable from POS and Simply Accounting systems, prepare customer statements (AR);
- Day- to-day operations will cover review accuracy of daily cash out sheets, prepare daily bank deposits, and enter daily sales.

## **Qualifications:**

- Strong background in Business Administration with retail and marketing experience;
- Knowledge of First Nations Culture, values and traditions;
- Solid knowledge of Simply Accounting, POS, tobacco & fuel rebates;
- Class 5 Drivers license;
- Bondable;
- Satisfactory Criminal Records Check.

To apply please submit a cover letter and resume by Thursday, May 31<sup>st</sup>, 2018 at 4:30pm by email to [hr@mrl.ca](mailto:hr@mrl.ca), by fax to (306) 242-5785 or by mail to:

Muskowekwan First Nation  
C/O Muskowekwan Resources Ltd.  
Attention: Human Resources / Store Manager Recruitment  
#140 -- 2553 Grasswood Road East, Saskatoon, SK S7T – 1C8

*Please note: only those selected for an interview will be notified*