



# Acadia First Nation

## EMPLOYMENT OPPORTUNITY Assistant Store Manager – Hammonds Plains Entertainment

<b>RATE</b>	\$ 17.00- \$ 19.00 per hour/40 hours per week/shift work required
<b>POSITIONS</b>	One (1) position available
<b>DURATION</b>	Full-time
<b>LOCATION</b>	Hammonds Plains Entertainment, Hammonds Plains NS
<b>ESTIMATED START DATE</b>	August 2021

### GENERAL DESCRIPTION

Acadia First Nation (AFN), owns and operates the Hammonds Plains Entertainment facility located in Hammonds Plains, NS. The facility, new in its operations since December 2019, provides VLT's for entertainment, drive thru for tobacco and ancillary services, a store front location for products and services. AFN is currently recruiting for an Assistant Manager to provide overall support to the Manager in effectively managing store and VLT operations on a full-time basis.

### DUTIES AND RESPONSIBILITIES

- Supports the Manager, in supervising all employees in accordance with AFN and Human Resources policies and procedures including employee roles and responsibilities, performance management and training.
- Provides, with the Manager, employee shift coverage due to schedule changes and/or employee emergencies.
- Strategizes with the Manager in determining the retail product mix to meet customer demand and store presentation.
- Assists the Manager in organizing sales and promotions, and conducting store public relations.
- Maintains, with the Manager, cash deposits, cash management and posting of invoices, reporting any overages and shortages.
- Completes, with sign off from the Manager, the requisition of necessary supplies, equipment, services and payments as required.
- Maintains, with the Manager, the inventory management of quota tobacco, as needed.
- Ensures, with the Manager, all employees maintain the cleanliness and maintenance of store operations, adhering to cleaning checklists, rules, regulations and inspections.
- Ensures, with the Manager that security is maintained in store operations, with the employee compliance of all security policies and procedures, presenting a safe environment for customers.
- Addresses, in the Manager's absence, customer complaints, maintaining and supporting a positive community image.

### QUALIFICATIONS

- Grade 12 or equivalent
- 2 years' experience in retail preferably supervising employees
- Demonstrated previous work experience in a leadership or management role
- Strong leadership, communication and interpersonal skills

- Basic computer skills, with a common knowledge of Microsoft suite tools
- Detail oriented and results focused
- OH&S, First Aid & CPR and WHMIS current or willing to renew

**Deadline to Apply: July 20, 2021**

Submit Resume to: [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote HPASSISTANTMANAGER # on your resume for this position.

AFN will provide qualified Indigenous candidates priority for this position, in accordance with the Employment Equity Act and Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. AFN reserves the right to refuse any and all applications for employment and does not assume candidate expenses related to this recruitment process.

**Only candidates selected for an interview will be contacted.**