



Job Opportunity
Tobacco Manager
Sipekne'katik First Nation

Application Deadline:
Thursday July 25, 2024 12:00noon

Anticipated Start Date:
September 9, 2024 (sooner start date possible)

Salary Range:
\$45,000 - \$55,000 annually

General Description:

Under the Direction of the Director of Operations and Executive Finance Officer (EFO), this position is responsible for overseeing operations and compliance of the tobacco store located in the Sipekne'katik Band office. This role is directly involved with inventory management, staff supervision and customer service.

Responsibilities:

- Oversee day-to-day operations of tobacco store, including supervising and mentoring staff
- Schedule staff to ensure hours of operations have adequate coverage for hours of operation and inventory management
- Monitor, track and reconcile daily sales transactions
- Implement theft deterrent systems
- Conduct daily, weekly and monthly inventory counts and update internal databases
- Forecast inventory requirements, execute inventory purchases, and manage inventory receipt
- Analyze sales data to identify trends and make recommendations for improvement
- Monitor gross margins and determine selling price of individual products based on industry standards
- Ensure compliance with all tobacco regulations and store policies
- Report on Financial status of the Tobacco Store, Sales, quotas and expenses
- Act as a representative of Sipekne'katik First Nation and maintain relationships with suppliers, regulatory bodies and industry relevant people
- Assist customers with product selection and provide knowledgeable information regarding the products
- Address customer complaints, inquiries and feedback
- Conduct performance evaluations and provide feedback to staff
- Provide detailed financial reports to the EFO (monthly & annual reports, fiscal projections)
- Provide updates to Director of Operations, Chief and Band council as directed

This work description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not defined to contained or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.



Qualifications:

- High School diploma or equivalent; additional education or training in retail, business or administration considered an asset
- One (1) year of experience in a retail supervision and/or management; a combination of experience and knowledge will be considered
- Proven organizational skills
- Strong understanding and experience working with First Nation Communities and Organizations
- Experience utilizing Microsoft Office Suite to develop reports and managing data
- Entry level accounting knowledge and practice
- Must be able to provide a satisfactory criminal record check and be bondable

Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and an employer pension plan.

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Department

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.