



Career Opportunity
Gas Bar Assistant Manager
(Full-time Permanent)

Closing:
May 23, 2025

Anticipated Start Date:
Immediate

Salary Range:
\$36,400 - \$40,000
(Based on Qualifications and Experience)

General Description:

The Gas Bar Assistant Manager supports the Gas Bar Manager in the day-to-day operations of the gas station. This role ensures high levels of customer service, oversees staff during shifts, assists with inventory and ordering, and maintains safety standards. The Assistant Manager acts as a leader when the Manager is off duty and ensures smooth operations and customer satisfaction.

Responsibilities:

- Supervise gas bar staff and assist in scheduling, training, and performance management.
- Deliver excellent customer service by addressing inquiries, concerns, and complaints.
- Monitor fuel and merchandise inventory levels; assist with ordering and restocking.
- Operate the point-of-sale (POS) system and handle cash/debit/credit transactions.
- Maintain cleanliness and safety standards in the forecourt and inside the store.
- Ensure compliance with company policies, safety regulations, and environmental guidelines.
- Open and/or close the gas bar as required.
- Prepare shift reports and perform cash reconciliation.
- Act as the manager-on-duty when the Gas Bar Manager is unavailable.

Qualifications and Experience/Skills:

- High school diploma or equivalent required; post-secondary education an asset.
- 1-2 years of experience in a retail or fuel station environment, with supervisory responsibilities preferred. A combination of education and experience will be considered.



- Strong leadership, communication, and customer service skills.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Basic computer and POS system knowledge.
- Ability to work on your feet for extended periods.
- Experience working in a First Nations Community is preferred.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A criminal records check is required.

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

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

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal 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 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.