

Assistant Gas Station Store Manager

Wilsons Fuel Company

ESSO Sackville, NB

As the Assistant Store Manager, you will be responsible for the planning, organization, direction, control and evaluation of the convenience store and gas station, and will provide merchandise services on a retail basis. The Assistant Store Manager working in conjunction with The Store Manager is expected to market ideas to promote business; reduce employee turnover; maintain revenue and payroll budgets; and meet budgeted productivity while keeping quality consistently high.

Responsibilities:

- Plan, direct and evaluate the operations of the convenience store and gas station
- 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 and services to be sold, and implement price and credit policies
- Locate, select, and procure merchandise for resale
- Develop and implement marketing strategies
- Utilize and cooperate with required customer appreciation and incentive programs
- Plan budgets and authorize expenditures
- Resolve customer complaints
- Determine staffing requirements and hire or oversee hiring of staff
- Orientate each new hire on the basics of the facility and explain the training schedule
- Enforce all corporate policies and procedures
- Create and maintain employee schedules
- Review timecards and employee schedules, ensure all shifts are covered
- Submit payroll info (time cards, payroll changes, new hires, and terminations)
- Enforce progressive discipline policy with counseling sessions and written warnings when necessary

Qualification:

- Secondary (high) school graduation certificate or demonstrated experience
- Demonstrated ability to lead, motivate and develop a team of people
- Exceptional interpersonal skills, communication skills and strong work ethic
- Adaptable, organized, efficient and committed
- Demonstrated ability to handle multiple demands
- A commitment to quality and an eye for detail
- Strong technical knowledge and experience managing a service station
- Appropriate computer skills and technical knowledge
- Experience with planning, budgeting and operating statements

Job Type: Full-time

Salary: Negotiable

Required education:

- High school or equivalent

Required experience:

- Retail Experience
- Gas Station Management Experience

Required license or certification:

- Drivers License (Class 5)

Apply by sending resume to sackville811@wilsons.ca attention John Long

Or drop of resume in person at 224 Main Street, Sackville, NB