



JOB DESCRIPTION – Bears Paw First Nation

IDENTIFICATION INFORMATION

Job Title:	Eden Valley Gas Bar Manager
Job Location:	Eden Valley
Supervision Received:	Eden Valley Administrator
Salary Grid Range:	DOQ
Date Last Classified:	September 2014
Job Status:	Permanent Full time

Job Summary: The Eden Valley Administration is accepting applications for a full time Gas Bar Manager. The Gas Bar Manager is responsible for the daily operations of the Eden Valley Gas Bar. The Manager ensures that sufficient amounts of fuel are available, the convenience store is well-stocked, fueling equipment is functional, staff is available to meet customer needs, and payments for fuel and merchandise are processed and recorded properly. The manager supervises employees to ensure STA policies are upheld, examines timesheets for accuracy, hires & trains new employees, distributes paychecks, makes financial bank deposits and reports financial transactions.

The Gas Bar Manager is accountable to the Eden Valley Administrator.

• **Inventory Management**

- Responsible for maintaining fuel and merchandise inventories;
- Submit fuel orders in a timely fashion so fuel arrives before reserves run low;
- Keep track of car care supplies, such as oil, lubricants, filters and gas treatments; and order food, & cigarette products when supplies run low;
- The ability to create visually appealing displays, effectively advertise merchandise and maintain store cleanliness;
- Fuel and merchandise prices may change frequently, so manager must keep up on daily reports from owners to ensure prices reflect current economic trends;

• **Financial Transactions**

- Processes and records credit card transactions, debit card transactions and cash purchases to help with auditing and balance sheet reports.
- Counts and balances cash drawers and makes regular deposits at financial institution.

• **Customer Service**

- Interpersonal Skills, including friendliness, attentiveness, conflict resolution skills and communication strengths;
- Provides excellent customer service so patrons return for repeat business;
- Addresses customer relations & staff issues that gas station attendants aren't equipped or experienced to handle.



- **Human Resources**

- Responsible for hiring, training and scheduling employees;
- Creates shifts and schedules for personnel to work part- and full-time hours to ensure that staff is in place to provide service during all hours of operation;
- Interviews job applicants, follows up on references and ensures all necessary employment documents are completed to maintain an effective labor force that meets seasonal demands;

Skills & Qualifications:

- Strong management traits, such as attention to detail, fiscal responsibility, flexibility and time management skills.
- A minimum of five (5) years of experience maintaining inventory, negotiating with vendors and organizing retail stores;
- Able to provide high level of customer service in a respectful & courteous manner;
- Must be able to frequently lift 10 pounds and occasionally lift up to 30 pounds;
- Conscientious attention to detail;
- Ability to work in a team environment as well as work independently;
- Able to adhere to deadlines and available to work shifts that may include evenings and/or weekends;
- Must be in good physical condition;

To apply for this position, submit resume to the Eden Valley Administrator. Deadline for applications, is November 15, 2014.