



EMPLOYMENT OPPORTUNITY
**LYTTON FIRST NATION -
ECONOMIC DEVELOPMENT
DEPARTMENT:
TEMPORARY GROCERY
STORE MANAGER**



The Lytton First Nation is currently recruiting for one (1) highly motivated, responsible, and dedicated individual for the position of Temp Grocery Store Manager. Under the Economic Development Department. This position is classified as full-time (35 hrs/week Mon.- Fri.) and **is dependant on funding**. The Store Manager will work under the support, supervision, and direction of the Economic Development Department Manager. This person is responsible for safe and profitable operations of the company, and to oversee all the company operations.

Specific Responsibilities:

- Performs all duties and responsibilities in accordance with Lytton First Nation Policies, Regulations, and procedures, and as directed by the Ec. Dev. Dept. Manager.
- Hiring, training, motivating and monitoring staff
- Daily sales/cash reports and bank deposits
- Monitoring and controlling costs to maintain profit margin targets
- Daily bookkeeping and cash reconciliations at store level
- Product ordering, pricing, stocking
- Customer service management
- Individual shift sales to cash reconciliations
- Performs other duties as required.
- Good Communication and public relation skills.
- Must be able to start immediately.

Skills Required and Qualifications:

- Experience in handling and managing cash
- Ability to manage and supervise staff and customer concerns
- Knowledge of computing software (Microsoft, QuickBooks, Email and internet usage)
- Driver's License and clean drivers abstract
- Retail food management experience would be an asset
- Follow dress code and name tag
- Ability to work independently with little to no supervision.

Salary and Remunerations:

- We offer a respectful and progressive a work environment, salary negotiable on qualifications and experience

For further information please contact: **John Sam** at 250-455-2304 for more information

Application deadline: June 27, 2022, at 4:00 pm.

Interviews scheduled: Only short-listed applicants will be contacted.

Apply with cover letter, résumé, and a minimum of 2 (3 preferred) recent employment references to:

John Sam, Ec. Dev. Manager, Lytton First Nation

P.O. Box 20 Lytton B.C. V0K-1Z0 Email: j.sam@lfn.band

