

JOB TITLE: Assistant Store Manager

About North Sun Energy

North Sun Energy is a co-ownership business between North Atlantic and Petro-Canada in Newfoundland and Labrador, Nova Scotia, and PEI. With a combined 110 gas stations and convenience stores across the three provinces (some under the Petro-Canada brand and some under the North Atlantic brand), this collaboration enhances Petro-Canada's national coast-to-coast network and extends North Atlantic's presence into Nova Scotia and PEI. Customers across the region now benefit from an expanded range of loyalty rewards, including Petro-Canada's Petro-Points™ program, Triangle Rewards® and North Atlantic's Yay!™ Rewards program, in addition to experiencing the celebrated Orangestore convenience store brand located at many of the sites (25 locations and growing).

North Sun Energy is focused on optimizing long term value and growth through strategic development initiatives, expansion efforts, and enhanced customer experiences. This includes new sites currently under construction and the expansion of Orangestore into Nova Scotia, slated for select Petro-Canada stations in 2024.

Position Overview

The Assistant Store Manager is considered the "face of the business" and as such has primary responsibility for ensuring that the high standards of customer service, store image and store operations are met daily. The primary focus of the position is to provide support to the Store Manager and leadership in all aspects of the day-to-day operations of the store in accordance with the operational standards set out by North Sun Energy. The Assistant Store Manager is a team player who is flexible and adaptable to step in and roll up their sleeves to lend a helping hand to cover off shifts when employees call in sick. This position is located at the **Placentia Orangestore**.

Duties and Responsibilities:

- Build a positive relationship with customers by maintaining a personal presence in the store and a high profile in the local community.
- Step in and cover shifts when needed, with short notice
- Promoting an operating philosophy focused on "Clean, Fresh and Friendly".
- Maintain a high level of operational readiness.
- Strive to meet sales and margin targets as established by Head Office
- Ensuring the store is always well stocked in accordance with the merchandising plan. This includes responsibility for ordering all products from approved suppliers.
- Ensuring the execution of all promotional programs in accordance with North Atlantic promotional plans.
- Efficiently ring up all sales on a cash register properly and accurately, handle money, checks, and other types of payment received for products sold per process/policy
- Ensuring full execution of the food service program.
- Ensuring all items priced in accordance with North Atlantic pricing policy.
- Ensuring established store standards for maintenance and cleanliness are met (interior and exterior).
- Ensuring all appropriate measures are taken to ensure store is operated in a safe and secure manner. This includes ensuring that the store is operated in accordance with OH&S regulations, environmental protocols and all other local laws and regulations. It also includes ensuring that no hazards to staff or customers exist, and ensuring assets are properly protected in accordance with security policy at all times.

- Managing the day-to-day staffing requirements of the store in a professional and respectful manner. This includes responsibility for hiring, disciplinary measures, and staffing scheduling.
- Training and coaching of staff to ensure highest level of staff proficiency and efficiency in all aspects of operation and customer service.

Office Duties:

- Preparing daily deposits and ensuring that all shifts are balanced, and any cash shortages are dealt with in accordance with established policy. Ensure internal controls over cash as per established policy are maintained.
- Bi-weekly payroll and benefits administration.
- Ensuring that inventory shortages are minimized and internal controls over inventory are maintained in accordance with established policy.
- Ensure purchasing and receiving functions are followed.
- Reviewing inventory reports to verify shrink.
- Establish effective two-way communication between head office and the store employees. This includes ensuring employees are aware of all relevant communications from head office as well as communicating issues and recommendations on merchandising, products carried, pricing, personnel, and general operations to the attention of the head office personnel.

Qualifications:

- Minimum of 5 years previous experience in a Supervisory position in a retail environment required.
- Solid supervisory, decision making and problem-solving skills.
- Excellent written and oral communication skills.
- Strong communication and interpersonal, organization and time management skills.
- Exceptional customer service and conflict resolution skills.
- Work under minimal supervision, independently as well as a part of a team.
- Proficient in Microsoft office programs.
- Flexible and ability to easily adapt to changing priorities.
- Ability to multi-task in a fast paced, deadline driven, team focused environment.

Physical demands

- Ability to be exposed to cold or warm temperature extremes performing occasional work in a walk-in cooler and/or freezer and outdoors.
- Ability to stand and/or walk for an entire shift, operating a cash register while showcasing a customer service welcoming aura.
- Ability to occasionally lift and/or carry up to 50 pounds from ground to overhead (i.e., assisting in stocking/maintaining inventory levels).
- Ability to bend and twist at waist, reach overhead for objects.

The Orangestore is a fast-paced environment that's very fulfilling every day. We take teamwork seriously and we'll make you feel right at home. We are committed to Employment Equity, and accommodations during the recruitment process are available upon request for candidates with disabilities. Not only do we offer an awesome work environment, but we also provide our employees a ton of extra perks: benefits, flexible hours, and food just to name a few!

Candidates are encouraged follow the link and submit your application at <https://orangestore.ca/work-for-us/>