

EMPLOYMENT OPPORTUNITY

GENERAL MANAGER JOB DESCRIPTION

Eelūnaapèewii Lahkéewiit (Delaware Nation) owns and operates with Naahii Inc. & Lunaapeew Development LP, the Naahii Gas Station and Tim Hortons franchise. The Naahii Gas Station began operations February 2, 2016 and the Tim Hortons location opened on August 30, 2016. Eelūnaapèewii Lahkéewiit is looking to fill the position of General Manager to ensure operations are functioning efficiently.

JOB DESCRIPTION:

We are looking for a talented and passionate leader to manage the operation of the Naahii Gas Station and Tim Hortons. In this role, you will oversee the two businesses, and be responsible for the day-to-day operations.

The General Manager will work directly with the staff and suppliers, providing leadership, direction and supervision of all employees. You will demonstrate the highest of standards for integrity and ethics and be able to communicate and enforce policies and procedures for proper compliance related to the businesses. The General Manager will also identify strategies to grow the business and work towards furthering our merchandising and operational standards.

The General Manager will report directly to the Board of Directors on the day-to-day operations of the businesses. The reporting will illustrate monthly financial data and information on human resources, supplier details, inventory flow, profits & losses, cash flow, forecasting, budgeting, marketing and advertising campaigns.

Duties & Responsibilities:

- Prepare and review staff schedules for the month
- Prepare financial statements
- Monitor accounts payable, accounts receivable, bank reconciliation, financial statements and bank balances with the bookkeeper and be accountable for financial objectives
- Monitor all inventory flow including in-stock and identify opportunities to prevent shrinkage
- Ensure that fuel and merchandise inventories meet daily needs, and that fuel prices reflect current economic trends
- Meet regularly with all suppliers of the enterprise to ensure quantity and quality of products and services, secure arrangements for future deliveries and relationships
- Align business goals to company values
- Prepare monthly reporting for the Board of Directors and provide administrative support to the Board
- Coach, build and motivate staff to improve productivity, engagement, retention, and foster a team environment
- Other duties as assigned from time to time
- Must be able to work flexible schedule from time to time, such as evenings, weekends and holidays

Knowledge, Skills and Abilities

Our ideal candidate will have:

- * strong financial management skills, with a solid understanding of accounting and budgeting
- * human resource management skills, including team leadership
- * strong strategic and problem-solving skills
- * effective communications skills
- * ability to produce digital spreadsheets, reports and policies
- * a commitment to maintain standards of conduct, demonstrating sound work ethics
- * be respectful, consistent and fair
- * possess cultural awareness and sensitivity
- * demonstrate a dedication to the position and the community

Education and Experience:

Relevant Bachelor's or Associate's degree and /or certification, plus minimum of 3 to 5 years proven experience in retail management or a combination of experience and education. A valid driver's license, reliable transportation and a current CPIC is also required. Experience in the gas station industry considered a strong asset.

Salary range \$40,000 to \$65,000 commensurate with experience.

Interested candidates, please submit a **Cover Letter, Résumé and three (3) references:** Two [2] work related and one (1) character

Attention: Lunaapeew Development Limited Partnership
Eelūnaapéewi Lahkéewiit Administration Office
14760 School House Line,
R. R. #3 Thamesville, ON
NOP 2K0

Marked: CONFIDENTIAL – General Manager

This position will be posted until filled.

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapèewii Lahkéewiit (Delaware Nation) gives preference to First Nation applications. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note, in addition to a current CPIC, the selected candidate will be required to consent to a background reference check.