

## **General Manager**

Paskwa Pit Stop is looking to hire a **Full Time General Manager**.

Paskwa Pit Stop is a convenience store and gas station located on the Pasqua First Nation. The Nation is seeking a General Manager to oversee the day-to-day operations of the business. Reporting to the CEO/President of PFN Group of Companies, and as part of the various workgroups, committees, and teams at the PFN Group of Companies, the General Manager will be responsible for the store's profits and all controllable expenses, including labor, inventory levels, cash, and inventory shortages. They will ensure the store runs efficiently and effectively, achieve a high level of customer satisfaction, and focus on driving sales growth. This includes managing inventory, customer service, finances, and postal service. The General Manager will also be responsible for a team of employees who carry out the daily operation of the convenience store, including hiring, training, and scheduling staff, as well as setting performance goals and monitoring employee progress.

If you have completed post-secondary education in business administration or management, with a minimum of 3 years of retail management experience in both food and non-food operations, as well as a strong working knowledge of business development, then this job is for you!

### **RESPONSIBILITIES:**

- Oversees the overall operation of the convenience store, including planning, organizing, directing, controlling, and evaluating the day-to-day operations.
- Manages the inventory and merchandise levels for all categories of goods, including fuel, tobacco, convenience, grocery, and other retail products, to always ensure adequate inventory levels.
- Oversees the management and operation of postal services for the Paskwa Pit Stop which includes the selling of postage products, the tracking of revenue and expenses of the postal services, ensures that all mail is sorted and placed in the appropriate customer postal boxes, completes Items Delivered Bill (IDB) while maintaining cleanliness in accordance with Canada Post standards.
- Sources and negotiates with vendors for all merchandise and retail goods sold in the store.
- Works closely with all vendors to ensure accurate shipping/receiving of goods, invoices, product placement, and orders.
- Develops and implements marketing and promotional strategies aimed at increasing sales at the convenience store
- Responsible for the financial health of the business and oversees the financial and record-keeping systems at the store, including the POS system, inventory management, ordering, bookkeeping, cash-handling, banking, accounts receivable, payables etc.
- Reviews monthly financial reports and, where necessary, recommends to the CEO corrective measures to remain within approved budgets and financial forecasts
- Prepares reports, briefing notes, board presentations, and presentations at the Annual General Assembly (AGA), and to the CEO as requested
- Develops the Pit Stop strategic planning process, annual work plans, marketing plans, and budget
- Develops and executes store policies, programs, and practices, with customer satisfaction as the central objective of the operation
- Oversees the development, review, and implementation of store policies and procedures

- Provides top-quality customer service by ensuring customers receive a positive, pleasant service experience at the convenience store, and takes responsibility for customer complaints and resolves issues in a timely manner.
- Leads the recruitment, hiring, training, scheduling, coaching, appraising, and development of employees.
- Ensures compliance of employees to company policies and procedures.
- Supervises staff (cashiers and gas attendants) in the performance of their duties and responsibilities
- Takes responsibility for personal and professional development with the latest retail management best practices and concepts by attending relevant training and educational opportunities and engaging in self-directed learning

## **QUALIFICATIONS:**

- Completion of post-secondary education in business administration or management.
- Minimum 3 years of retail management experience in food and non-food operations
- Strong working knowledge of business development
- Knowledge and experience in a computerized environment, including the operation and administration of Point of Sale (POS) computer systems.
- Proficient in MS Office applications and office software packages, including MS Word and Excel.
- Safe Food Handling Training.
- Valid Driver's Licence.
- Strong financial management skills, including the ability to review and analyze financial statements.
- Ability to manage inventory levels, order stock, and price products to achieve gross margin targets.
- Excellent people management skills, including the ability to recruit, hire, train, motivate, evaluate, correct, develop, and increase staff performance in a cross-cultural environment.
- Strong oral and written communication skills.

We offer a competitive salary and a comprehensive benefit package.

If you are interested in this opportunity and meet the qualifications, please email your cover letter and resume to **[maryjo.radford@sielhumansolutions.com](mailto:maryjo.radford@sielhumansolutions.com)** by **January 29, 2026**.

We appreciate your interest, but please note that we will only be contacting successful applicants who are authorized to work in Canada.