

FILE MAINTENANCE SUPERVISOR – CO-OP FOOD CENTRE

Members referring someone for this position can earn a \$50 gift card

Description:

Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. As we've grown and evolved, our collective roots now date back nearly 60 years, yet we remain a locally-focused co-op with more than 100,000 members and ambitious plans to continue growing the business on Vancouver Island.

Peninsula Co-op is inviting applications for the position of File Maintenance Supervisor, part of the Co-op Food Centre, located at 2132 Keating Cross Road in Central Saanich, BC. Please visit the Co-op website for more information about where we are located. www.peninsulaco-op.com

What you will be doing:

Working with the food departments to ensure accurate, up to date pricing. Leading the File Maintenance team in a supervisor capacity and providing exceptional customer service. Key areas of responsibility include maintaining the price file database, anticipating and planning for upcoming promotions, generating related reports for management, ensuring controls are monitored and achieved, and conducting competitor price checks.

What we are looking for:

You enjoy working with other people and are an excellent communicator, you enjoy leading a team and working effectively as part of that team but are able to work independently with minimal supervision. You have initiative, the ability to enter data quickly and accurately; proficient computer skills are required such as database software, excel, and email; ability to problem solve, and are able to prioritize and meet deadlines. This position is primarily Monday to Friday with occasional weekend work and some early mornings.

Pay and benefits:

The range for this position starts at \$18.95 per hour. This is a full-time position; 40 hours per week. A full benefits package is offered after 3 months of employment, including health, dental, disability, and life insurance, plus a pension plan. Profit sharing, fitness memberships or reimbursements, social events, volunteer opportunities and educational assistance are among the other benefits provided. We are committed to every staff member enjoying their experience working with Peninsula Co-op. We reward hard work, commitment and results.

Please direct questions to Ben, Grocery Manager, 778-426-8111 or Jen in Human Resources 778-426-8120.

To apply:

Please submit your cover letter and resume to Human Resources by Tuesday May 18, 2021.

- By email to bhopkinson@peninsulaco-op.com or hr@peninsulaco-op.com, or
- By internal mail to Human Resources, or
- In person to Peninsula Co-op, 2132 Keating X Road, Saanichton, BC V8M 2A6, attention Human Resources.

Date posted: Monday May 3, 2021

1-2132 Keating X Road, Saanichton, BC V8M 2A6
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peninsulaco-op.com

Moving ahead, by giving back