

Assistant Manager Greater Victoria Gas & Convenience Centre

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 108,000 members and ambitious plans to continue growing the business on Vancouver Island.

We are inviting applications for the position of Assistant Manager at one of our Gas Centres in Greater Victoria. Please visit the Co-op website for a complete list of our locations: www.peninsulaco-op.com

Pay and benefits

These positions start at \$19.55 per hour with annual pay reviews and a full benefits package after 3 months of employment. Profit sharing, fitness memberships or reimbursements, social events, volunteer opportunities and staff student awards are among some of the other benefits provided. Tuition assistance, providing 100% reimbursement of tuition expenses, is available to those pursuing education related to their position while they work full-time. Preparing our people for management roles is a priority. We are committed to every staff member enjoying their experience and developing life and career skills. We reward hard work, commitment and results.

The Job

Where: One of the 12 Co-op Gas Centres in Greater Victoria. A list of locations is available from our website, www.peninsulaco-op.com.

Duties: The Assistant Manager's primary role is to support the Manager to produce budgeted operating results. In the Manager's absence, the Assistant Manager acts in a leadership capacity to ensure the effective operation of the gas station, convenience store and car wash.

Key areas of responsibility include: customer service; customer relations; loss prevention; marketing; product purchasing, receiving, pricing and merchandising; image, safety, environmental policies; sanitation and housekeeping; basic equipment repairs and maintenance; administrative duties; and self-development. In a supporting capacity, the Assistant Manager may assist with recruitment, staff relations, performance planning and review, period end and inventory counts.

Hours: This is a full-time, year-round role including weekdays, weekends and evenings.

Qualifications: You enjoy working with other people and you are an excellent communicator; you enjoy leading a team and working effectively as part of that team; you have initiative, energy and enjoy working at a fast pace; you are an effective problem solver; you are reliable, accountable and a person of integrity; you look out for your own safety and the safety of others.

Please direct questions to Jen, Petroleum Operations Manager, 778-426-8121; Nick, Assistant Petroleum Operations Manager at 250-652-3120; or Toni in Human Resources 250-544-2941.

How to apply

Please apply by **noon, Thursday, September 23, 2021**, stating your preferred location(s) in your cover letter.

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

Date posted: September 9, 2021

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peninsulaco-op.com

Moving ahead, by giving back