

## Assistant Petroleum Operations Manager – North Island

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 more than 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. To learn more about who we are and how you can help bring our brand to life, visit us at [www.peninsulaco-op.com](http://www.peninsulaco-op.com)

### Position Summary

Reporting to the Petroleum Operations Manager, and working closely with the Assistant Petroleum Operations Manager (South Island), this position will oversee the day-to-day operations of multiple gas and convenience centres, as well as commercial cardlocks located on North Vancouver Island (Duncan, Comox/Courtney, Cambell River) with an annual sales budget of 100 million; providing as needed support to our South Island locations.

The Assistant Petroleum Operations Manager acts as a key resource for our management team, supporting them to achieve operating results, developing, implementing and monitoring systems. Staying abreast of market trends, sharing this information with the management team, as well as recommending new products and promotions, will ensure the Co-op maintains its competitive position in the marketplace. Staff development is a key responsibility for this role, ensuring those with potential and interest for more responsible roles are identified and supported in their development. Protecting our community is critically important to the Co-op and this position will be responsible for overseeing our environmental program.

Regular travel to visit our locations on the North End of Vancouver Island, in addition to attending meetings and training opportunities at the South end of Vancouver Island when needed, is a requirement of this position.

With the expectation of continued growth within our business, this opportunity is an addition to our already strong Petroleum Operations team. You can expect expanding position responsibilities and career advancement opportunities tied to the ongoing strategic growth of our business.

### Role Requirements

- Minimum of 5 years of experience in retail operations at increasing levels of responsibility.
- Demonstrated ability to trust, support, mentor, coach, and empower a team of capable leaders.
- Proven operational leader able to drive a long-term strategy that provides stable, profitable growth.
- Ability to communicate effectively verbally and in writing at every level of the Co-op and externally.
- Exceptional interpersonal skills; someone who will inspire the enthusiasm, hard work and community spirit of the Co-op team.
- Demonstrated ability to work effectively with a large team.
- Ability to read, understand and interpret financial statements.
- Experience creating business plans and related budgets.
- Proficient in the use of the Microsoft Office Suite.
- Strong computer and keyboarding skills.
- Objective judgement and strong decision-making skills.
- Ability to effectively prioritize and handle multiple time demands.
- Project management experience.
- Must be living in, or willing to relocate to Nanaimo, or North of; ideally living and based out of Courtney/Comox, or Campbell River area.
- Must have a valid driver's license, clean driving record, and reliable vehicle.

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*Moving ahead, by giving back*

## Role Responsibilities

### *Oversee the Day-to-Day Petroleum Operations (40%)*

- Assist with development, implementation and monitoring of systems and internal controls.
- Act as a resource to petroleum site managers.
- Review site inspections to ensure quality and consistency.
- Develop and ensure maintenance programs are followed.
- Develop, oversee and ensure other programs are being utilized, for example, leadership development and new staff member orientation.
- Monitor reports to ensure sites are meeting budgeted operating results and addressing variances.
- Monitor fuel and convenience store pricing, making recommendations as necessary.
- Ensure car wash reporting and promotions are consistent and that maintenance and repairs are well managed.
- Review incident reports ensuring they are documented and resolved.
- Prepare insurance claims.
- Respond to customer enquiries.
- Work with Marketing to ensure information on the public website is current.
- Work with vendors to address delivery issues, ensuring consistency in new products, delivery procedures, etc.
- Liaise with regulatory officials, for example, health inspectors, WorkSafeBC, VIHA tobacco enforcement and BCLC.

### *Marketing, Promotions & Community Relations (20%)*

- Assist in determining and evaluating the best product mix and merchandising plan in each location.
- Review recommendations to introduce new products.
- Assist managers develop site specific programs.
- Assist with the development of corporate marketing programs.
- Assist with community relations events and projects as required.
- Ensure monthly c-store sales planner and promotions are executed.
- Assist with planning and coordinating special events, for example, grand openings.

### *Human Resource Management (20%)*

- Assist with the identification of those with potential and the development of assistant managers and supervisors.
- Work with site managers to set performance goals and review work performance.
- Assist with the preparation and presentation of annual site manager performance reviews.
- Oversee the orientation of new site managers.
- Give direction on the training needs of managers and arrange for training as required.
- Ensure safety programs are in place and being followed.
- Monitor department schedules and productivity reports to ensure adequate staffing levels and leadership coverage.

### *Business Development (10%)*

- Research and communicate industry trends, identifying risks and opportunities.
- Ensure site managers stay abreast of market trends and local competition.
- Assist with the research and management of new projects.
- Share best practices across departments.

### *Safety, Security and Environmental Due Diligence (10%)*

- Ensure emergency response procedures are in place and are reviewed and updated regularly.
- Review environmental compliance inspections on a monthly basis.
- Ensure that managers are informed about changes to environmental policies.
- Assist managers in responding to environmental incidents.

**Benefits**

- Extended health, dental, EFAP, disability and life insurance benefits
- Pension (6% matched)
- Profit Sharing (quarterly & annual)
- Wellness Benefits
- Social events
- Volunteer opportunities
- Educational Assistance
- Relocation Assistance

**HOW TO APPLY**

Please submit your cover letter and resume by Friday, September 30, 2022:

- Via the link from this website, or
- The Employment page of the Peninsula Co-op website: [www.peninsulaco-op.com/employment/](http://www.peninsulaco-op.com/employment/)

Feel free to contact Amanda in Human Resources at Human Resources [hr@peninsulaco-op.com](mailto:hr@peninsulaco-op.com) if you have any questions.

Posted August 25, 2022