

## Assistant Manager – Keating Gas Centre

### Description:

Peninsula Co-op is retail with a difference. Being member owned, we focus on giving back to the community through yearly rebates, by supporting community projects and initiatives and by sharing profits with our staff. We are a locally-focused co-op with more than 108,000 members and ambitious plans to continue growing the business on Vancouver Island. With locations through out Southern Vancouver Island and in Comox and Campbell River, our collective roots go back nearly 60 years.

Peninsula Co-op is inviting applications for the position of **Assistant Manager – Keating Gas & Convenience Centre**, located at 2132 Keating X Rd, Saanichton BC. Please visit the Co-op website for more information about where we are located [www.peninsulaco-op.com](http://www.peninsulaco-op.com).

### What you will be doing:

Supporting 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 department. Key areas of responsibility include ensuring a pleasant, comfortable and safe shopping experience for our customers; being a leader to the team, providing support to enable them to do their jobs and develop their skills; ensuring the department is well merchandised, stocked, organized, spotlessly clean and adequately staffed; and administrative tasks like ordering, pricing and inventory. In a supporting capacity, the Assistant Manager will assist with recruitment, performance planning and reviews, period end and inventory management.

### 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; you have initiative, energy and enjoy working at a fast pace; appropriate computer skills and technical knowledge; 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.

### Benefits offered at 3 months of employment:

- Extended health, dental, disability and life insurance benefits
- Pension plan
- Pay for performance and profit sharing
- Fitness reimbursements
- Social events
- Volunteer opportunities
- Educational assistance
- Employee and Family Assistance Program

This is a full-time position; 40 hours per week. A flexible schedule that may include occasional evening or weekend shifts is required. We are committed to every staff member enjoying their experience working with Peninsula Co-op. We reward hard work, commitment and results.

**How to apply:**

Any way you like! On-line through **Indeed**, or at **www.peninsulaco-op.com**, or in person at our **Keating Gas Centre, 2132 Keating X Rd, Saanichton BC V8M 2A6**.

Feel free to contact Krista, the Manager, at 250-544-2955 or Jen in Human Resources at 778-426-8120 if you have any questions.

Date posted: November 23, 2022