

## Join our Team!

**Peninsula Co-op**, with a central support office in Victoria, British Columbia and locations throughout Vancouver Island, is a dynamic Co-operative with annual sales in excess of \$260 million. 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 112,000 members and ambitious plans to continue growing the business. Today Peninsula Co-op encompasses 18 retail gas centres, 2 Liquor Stores, a Food Centre, Commercial Cardlocks and Home Heating services

Peninsula Co-op is inviting applications for the position of Assistant Manager at our **Mill Bay** location: 805 Deloume Rd, Mill Bay. This is a **Full-time**, year-round role providing 32 to 40 hours each week. Our ideal candidate has availability that includes week day, daytime shifts.

### WHO WE'RE LOOKING FOR

We are a full-service gas bar and convenience store looking for an individual to join our committed and engaged environment. We have an open, team, and customer-oriented culture that offers career growth and professional development. We are looking for enthusiastic professionals who:

- Always look for ways to be helpful and go out of their way to assist others; consistently polite
- Love to organize and lead a team of people, not afraid to keep staff productive and engaged
- Prioritize and delegate duties to be accomplished, holding your team accountable
- Love the great outdoors. Rain, wind, snow and blazing hot sun mean nothing
- Good with numbers and can handle cash and other basic numerical calculations quickly and accurately
- Look out for their safety and the safety of others
- Values integrity and honesty; someone to admire and emulate
- Know their way around under the hood of a car is also helpful, but not essential - we train for this

### WHAT YOU'LL BE DOING

Supporting the Manager, 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. Site Manager training opportunities are available if you are looking for advancement! We love to promote from within & over 70% of our leaders started with our organization in roles just like this one!

### WHAT WE OFFER

In addition to a starting wage of \$20.25 per hour, Peninsula Co-op provides a competitive total compensation package that includes:

- Great careers and long-term opportunity for personal and professional growth
- Profit sharing paid four times a year!
- Excellent Group Health Benefits (Extended health, Dental, Disability, EFAP and life insurance) for full-time employees
- 6% matched Pension
- Health & Wellness reimbursements (gym membership, yoga class, art classes etc.)
- 2 weeks' vacation
- Educational assistance & tuition reimbursement (100% covered)
- Social events (Sporting events and concert tickets, company outings)
- Volunteer opportunities supporting our local community events and charities!

Peninsula Co-op is an equal opportunity employer. We take great pride in being a safe and inclusive workplace; supporting and celebrating the diversity of our team. 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](http://www.peninsulaco-op.com). Please submit application and resume by **Tuesday May 30<sup>th</sup>**.

Feel free to contact Jen in Human Resources, 778-426-8120 if you have any questions.

Posted: May 16, 2023