

NEW CREDIT VARIETY & GAS BAR
is accepting applications for the position of
“PART-TIME WORKING MANAGER”

Job Summary:

Under the direction of the Working Manager, the Assistant Working Manager is responsible for supporting the management of the entire business operation on premise, including the day-to-day selling of fuel, fuel products, and in-store merchandise at New Credit Variety & Gas Bar; and for additional related duties as assigned by the Working Manager.

Qualification Requirements:

Any combination of knowledge, skills, and experience leading to successful performance of the position is an asset, but not necessarily required. Desirable qualifications include:

- Two years of customer service experience in a retail environment and one years’ gas station experience;
- High school diploma and/or equivalent combination of education and experience;
- Experience assisting in the day-to-day operations, daily bookwork (Excel), ordering and receiving merchandise, profits, all controllable expenses, inventory, cash and shortages;
- Experience in keyboarding and basic computer skills, knowledge of Microsoft Word and Excel;
- Experience in the recruitment and training of employees;
- Experience using Point of Sale systems;
- Demonstrated ability in providing optimal customer service;
- Strong problem solving skills;
- Positive and courteous attitude;
- Contributes to a harmonious and cooperative atmosphere with colleagues;
- Reliable, punctual, and honest.

TERM: Part-time

DEADLINE: 12:00pm on July 20th, 2018

For consideration, all applications **MUST INCLUDE** the following:

- Copy of current resume
- Cover letter
- 3 references (work related preferred)
- Must have a current (within 12 months) satisfactory result from a Criminal Record Check

APPLY TO: Applications will be accepted by mail and delivery to:

New Credit Variety & Gas Bar
78 1st Line, Hagersville, ON
N0A 1H0

Miigwech to all those who express interest in this position.

A detailed Job Description is available at the New Credit Variety & Gas Bar

Ph: (905) 768-8787