

POSITION: STORE MANAGER (Full Time, Salaried Position with Benefits)		POSTING NO : 2020.05.13
DEPARTMENT:	Management	
REPORTS TO:	Branch Manager	
WORK LOCATION:	Dick's Lumber - Burnaby	

Dick's Lumber, Burnaby is looking for an experienced, professional and dynamic Store Manager to join the leadership team.

ACCOUNTABILITIES:

- Oversees the day to day operations of the store.
- Works closely with all sales, administration, pricing, cash and shipping staff to maintain an excellent level of customer service in order to maximize and maintain sales margins and inventory levels.
- Monitors and controls inventory, sales, personnel and store expenses.
- Coordinates with vendors to set up in-store demos, specials and product training.
- Supervises merchandising activities and ensures the set up is optimal for maximizing sales.
- Ensures cash procedures are strictly adhered to.
- Establishes staff schedules including hours of work, breaks, vacation time, monitors and approves overtime and submits payroll for processing.
- Recruits, selects, promotes and disciplines staff in accordance with company policy.
- Trains and coaches staff and communicates all changes in company policy and procedures immediately.
- Demonstrates excellent communication/people skills and problem solving ability when dealing with and addressing both staff and customer concerns and complaints.
- Ensures compliance with operational and safety policies/procedures, while taking appropriate action as a Management Representative on the Joint Health and Safety Committee.
- Ensures that the branch has a strong focus on customer service by establishing and maintaining service standards.
- Ensures all required paperwork and documentation is completed in an accurate and timely fashion.
- Leads the branch in the absence of the Branch Manager.
- Performs other job-related duties as required.

QUALIFICATIONS:

- Previous leadership and management experience.
- Strong leadership skills to direct the efforts of the store staff to resolve customer complaints and motivate and maintain morale.
- Strong knowledge of lumber, building materials and the construction industry.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills to deal effectively with individuals within and outside the organization.
- Professional, courteous and punctual with a focus on customer service.
- Must have a positive attitude and be a team player.
- Excellent time management and organizational skills.
- Detail oriented with strong organizational skills.
- Knowledge of Occupational Health and Safety Regulations and other pertinent legislation.
- Post secondary education in management, sales or a related discipline would be an asset.

WORKING CONDITIONS:

- Requires travelling to other branches occasionally.
- Moderate exposure to personal risk; safety boots are required.
- Busy, high volume environment.



EMPLOYMENT OPPORTUNITY

POSTED ON:	2020-05-13
APPLICATION DEADLINE:	Until Filled

If you are interested in the position, please submit a copy of your resume and cover letter via e-mail to jobs@dickslumber.com quoting posting number 2020.05.1301 in the subject line of the email.

****Internal Applicants: please advise your supervisor that you have applied for this posting. Posting closes on Monday, June 1st, 2020**.**