

<b>POSITION: STORE MANAGER</b> <b>(Full Time, Salaried Position with Benefits)</b>		<b>POSTING NO : 2020.05.28</b>
<b>DEPARTMENT:</b>	<b>Management</b>	
<b>REPORTS TO:</b>	<b>Branch Manager</b>	
<b>WORK LOCATION:</b>	<b>Dick's Lumber - Calgary</b>	

Dick's Lumber in Calgary is looking for an experienced, professional and dynamic Store Manager to join the leadership team. The Store Manager supervises and sets standards for all activities in the branch and store and is accountable for the overall branch and store operations, including customer and employee relations, financial performance, inventory management, operational adherence to policies, growth in market share and the general maintenance and appearance of the facility. The Store Manager is primarily responsible for providing effective day to day management and operational leadership through involvement and interaction with customers and staff in the branch

**RESPONSIBILITIES:**

- Oversee the day to day operations of the store.
- Work 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.
- Review reports and in conjunction with the Branch Manager and/or supervisory team, develop action plans to improve performance, including but not limited to increasing sales, managing wage and other expenses, improving delivery efficiency and inventory turns, and revising local market strategies and sales initiatives.
- Coordinate with vendors to set up in-store demos and product training.
- Supervise merchandising activities and ensures the set up is optimal for maximizing sales.
- Ensure cash procedures are strictly adhered to.
- Establish staff schedules, including hours of work, breaks, vacation time, monitor and approve overtime and submit payroll for processing.
- Recruit, select and develop a strong customer-focused team, including establishing and maintaining service standards.
- Train and coach staff and communicate all changes in company policy and procedures immediately.
- Work closely with Human Resources Department in the training of all store employees, inclusive of First Aid, WHMIS, product knowledge and systems operations. Ensure all required certification is completed and documented appropriately.
- Ensure compliance with operational and safety policies and procedures, while taking appropriate action as a Management Representative on the Joint Health and Safety Committee.
- Oversee all aspects of payroll, including submission of appropriate documentation as well as reporting any status changes and hours for processing.
- Leads the branch in the absence of the Branch Manager.
- Other duties as assigned.

**QUALIFICATIONS:**

- Previous management experience.
- Excellent organizational skills and attention to detail are required to effectively delegate tasks, follow-up, monitor work performance, provide valuable feedback and hold individuals accountable.
- Strong leadership and communication skills to direct and motivate the efforts of store staff and resolve customer complaints.
- Skilled at developing employees through effective coaching and cross functional skill development.
- Technical competencies in reading financial reports and analyzing data.
- Strong knowledge of lumber, building materials and the construction industry.
- Excellent communication skills (written and verbal)



## EMPLOYMENT OPPORTUNITY

POSTED ON:	2020.05.28
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](mailto:jobs@dickslumber.com) quoting posting number 2020.05.28 in the subject line of the email. **\*\*Internal Applicants: please advise your supervisor that you have applied for this posting\*\*.**