



**Xeni Gwet'in First Nations Government**  
PO Box 98, 3052 Nemiah Valley Rd  
Nemiah Valley BC, V0L 1X0

**Job Title:** Gas Station & Store Manager

**Type:** Full-Time, Contract

**Salary range:** \$25 - \$35 (based on experience)

**Overall Responsibilities:**

The Gas Station & Store Manager will be responsible for managing the day-to-day operations of the gas station and store including but not limited to: being responsible for sale of fuel and other in-store merchandise, supervise staff, tracking payments, budgets and reporting as needed. This position will report to the Economic Development Director for day-to-day operations and Xeni Gwet'in Enterprise Director for the 3-month transition period.

**Specific Duties and Responsibilities:**

- Plan, organize, direct, control and evaluate daily operations of the gas station and store in community
- Manage staff and assign duties including scheduling appropriate training
  - Including determining hiring needs, recruit, hire and supervise staff and/or volunteers
- Plan budgets and monitor revenues and expenses. Achieve budget goals
- Provide prompt, courteous and friendly service to customers in order to promote good customer relations
- Maintain facility appearance including maintenance, housekeeping, and merchandising.
- Determine merchandise and services to be sold with the support of the Manager
- Locate, select and procure merchandise for resale
- Manage inventories in accordance with budget and policies.
- Resolve problems that arise, such as customer complaints and supply shortages
- Other duties as assigned.

**Experience/ Skills Required:**

- 2 to 3 years of customer service and/or retail experience
- Minimum 1 year of supervision/managerial experience
- Strong customer service and troubleshooting skills
- Effective work habits
- Excellent organizational skills
- Able to work under pressure
- Attention to detail



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- Must have intermediate written and oral communication skills (public speaking)
- Ability to develop positive relationships with different stakeholders
- Chilcotin language and know the values of the nation or seek the resources as needed

**Education / Skills Required:**

- Secondary (high) school graduation diploma

**Personal Suitability:**

- Driver's License/abstract
- Criminal Record
- Effective interpersonal relationships
- Willingness to learn continuously
- Mindful and being respectful of people's way of life

**Shift Availability:**

- 40 hours per week (to be confirmed)
- Might be required to work on weekends
- 24/7 staff supervision as needed

**Working Conditions:**

Manual dexterity required, overtime as required, lifting or moving up to 30 lbs may be required, will perform work both indoors and outdoors, outdoor work may be performed in inclement weather, in a wide range of weather conditions.

**Application Deadline:**

Please submit a copy of your resume and cover letter by **Tuesday, June 27th** to Ron Sturgess, Economic Development Director by email at [ronsturgesssr@gmail.com](mailto:ronsturgesssr@gmail.com) or hand it in to the XGFNG Office. Interviews will take place on July 5<sup>th</sup>.