
Assistant Manager (NOC 0651)

JOB ORDER # 030

Rate of pay: \$20 / hour

Location: L'Anse Au Loup, Newfoundland, Canada

Hours per week: 40 hours/week

Type: Full-time

Main duties include but are not limited to the following:

- Will be handling sales and financial transactions and will plan, organize, direct, control and evaluate the operations of the company together with the Store Manager and senior management.
- Will implement and review policies and procedures for staff. Will provide recommendations.
- Will do planning and controlling of budgets and inventory as necessary
- Respond to inquiries or complaints and resolve problems involving operations specifically sales, finance and human resources.
- Perform office and administrative functions as required.

Experience/Requirement:

- Diploma in management or equivalent
- Must have a minimum of 3 years experience
- Experience with general working in a business setting required.
- Be willing to comply with company Drug & Alcohol Program
- Must be fluent in English.
- Must be able to submit previous employment certifications.

Note:

- Always indicate in your CV/resume the *position applied for, Job Order #* and your *Skype ID*.
- CVs/Resume files should be named in the following manner:
 - **Last Name, First Name - Position Applied for-Job Order #**
Example: *Sonaz, Emilio – Assistant Manager- 030*