



KEETHANOW GROUP OF BUSINESSES

P.O. Box 1170, La Ronge, Saskatchewan. S0J 1L0
Telephone: (306) 425-3283; Fax: (306) 425-3416

(This is a re-advertisement. Previous applicants do not need to re-apply.)

OPEN COMPETITION

Assistant Manager

Under the supervision of the Store Manager of *Keethanow Lumber and Furniture*, you will be committed to achieving Keethanow Lumber and Furniture's service standards, as well as maximizing sales and gross profit margins; at the same time, providing our customers with excellent customer service. This position is responsible for providing effective day to day supervision and leadership of the Lumber and Furniture store, through visibility, involvement, and interaction with customers and employees.

Duties and Responsibilities:

- Assist in overseeing yard associates, equipment operators, truck drivers, and maintaining contractor relationships.
- Assisting the Store Manager on the day-to-day operations.
- Monitor Inventory levels, oversee shipping and incoming freight.
- Ensure Company vehicles and equipment are serviced and maintained regularly.
- Prepare, verify and process invoices, statements, A/R, and maintain filing system.
- Develop and maintain excellent presentation of the lumberyard and furniture store.
- Excellent communication, interpersonal, planning and organizational skills are essential.

Requirements:

- Minimum of a certificate/diploma in business administration or management (preferred).
- Minimum of 2-3 years of retail management experience in the lumberyard and hardware industry (preferred).
- Excellent supervisory and organizational skills.
- Able to work independently and as a part of a team.
- Excellent customer service skills and experience.
- Valid class 5 driver's license.
- Ability to provide an acceptable Criminal Record Check and Driver's Abstract.
- Conflict management skills.
- Fluency in Cree language is an asset.

The LLRIB offers a competitive salary and provides an attractive benefits package to employees who meet the criteria.

Deadline for applications: February 25, 2018 by 11:59PM local time.

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors)**, **including one from your most recent/current employer**, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

****Note: Your references MUST be people who you reported to and had directly supervisory authority over you. On your cover letter, please indicate permission to contact references**.** On your cover letter, clearly indicate which position you are applying for.

For more information, please contact Vincent VandeKamp, General Manager at 306-425-3283.

*LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record and vulnerable sector record check. Please be advised applications received without the proper documentation shall not be considered. **Telephone interviews will not be granted.***