



## 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

#### Store Manager

Under the supervision of the General Manager of Keethanow Group of Businesses (KGB), 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, while providing our customers with the best shopping experience. 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:

- Oversee project estimates, retail staff, yard associates, equipment operators, truck drivers, and maintaining contractor relationships.
- Recruiting, supervising, scheduling, and training retail and lumberyard staff.
- Ensure paperwork is complete and correct, prior to delivery leaving the yard.
- Monitor yard and furniture inventory closely.
- Receive incoming freight, accurately counting, documenting and staging appropriately.
- Ensure company vehicles and equipment are serviced and maintained regularly.
- Efficient maintenance and safety of the yard and warehouses.
- Excellent communication, interpersonal, planning and organizational skills are essential.
- Develop and maintain excellent presentation of the lumberyard, furniture store and warehouse.

#### Requirements:

- Minimum of a certificate, diploma, or degree in business administration, accounting, or management (required).
- Minimum of 3-5 years of retail management experience in the lumberyard and hardware industry (required).
- Exceptional customer service skills and experience.
- Excellent supervisory and organizational skills.
- Able to work independently and as a part of a team.
- 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.

**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](mailto: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.***