



Home Centre Manager, The Pas

SECTION A: KEY JOB INFORMATION

Job Title:	Home Centre Manager (The Pas)	Department:	Home & Building Solutions
Local Co-op:	Swan Valley Co-op	Function (*TIS Retail Only):	Operations Management
Location:	The Pas	Reports to:	Senior Manager, HABS
Local Co-op Revenue:	\$150M	Job Classification (Career Stream):	Mid Level Leadership
Revenue/Sales Volume (If Applicable):		Classification Level:	Choose an item.
Safety Sensitive:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Retail Salary Band:	Choose an item.

SECTION B: ROLE OVERVIEW

In a 3-4 sentences, broadly describe the main purpose or function of the job. Indicate what is done and why (outcome).

The Home Centre Manager is responsible for the operation of the Home & Building Solutions (HABS) store located in The Pas, MB including human resources; asset protection; customer service; administrative duties and merchandising. Reporting to the Senior HABS Manager, they will participate in the creation of department goals; oversee sales; gross margin and expense control; maintaining standards; ordering and inventory control.

SECTION C: KEY JOB RESPONSIBILITIES/JOB TASKS

Describe the job's key (5-8) accountabilities in concise, comprehensive statements. Address what the incumbent does to achieve the job's main purpose. Also indicate the approximate % of time spent on each responsibility annually.

KEY RESPONSIBILITIES	TIME SPENT (%)
Operations – Provide leadership and direction in the development and achievement of financial results and budget objectives in the areas of sales margins, inventory control, expenses and profits within established timelines. Provide periodic inventory counts as required.	20
Merchandising – Ensure standards of department presentation and operation are met, rotation, ordering, pricing accuracy, cleanliness and sanitation.	10
Customer Service – Act as a liaison and public relations representative within the community and inspire the HABS team to do the same. Resolve issues as they arise including customer complaints and supply shortages. Participate in customer appreciation events or customer contact programs.	30
Human Resources – Provide leadership in the area of employee relations, hiring, training, development, discipline, recognition and termination. Provide direction to employees in accordance with company policies. Conduct performance management activities according to yearly schedule.	20
Asset Protection – Provide leadership in the area of asset protection and health and safety. Assist in identifying unhealthy/unsafe situations and ensure corrective action is taken. Ensure that department equipment is well maintained and conduct repairs/maintenance when required. Follow procedures for accident and fire prevention, WHMIS, National Safety Code (NSC) and other safety procedures. Participate in safety training and further development of the safety program. Assist in incident investigations. Ensure compliance with all legal and environmental requirements. Support loss prevention program to prevent unauthorized removal of merchandise from site.	15
Self-Development – prepare a personal development plan focusing on competencies required for the position.	5