



Do you want to build your career with a dynamic and progressive organization in Nunavut, providing support to our EPLS Home Hardware Store in Arviat? Are you ready to join a team of professionals and be a part of a growing organization with opportunities for advancement? Are you someone who is self motivated, and enjoys working in fast paced working environment? If so, EPLS is seeking a highly passionate candidate who is interested in a rewarding opportunity and becoming a part of our Store Division as **Assistant Store Manager**.

EPLS is continually growing and we are proactively planning to make candidates aware of these future opportunities. These roles are responsible for providing daily operational support to all aspects of the store's activities. Daily tasks include but are not limited to: providing direct customer service support, offering assistance to all co-workers in all departments as required, in order to maintain optimum customer service.

Administrative and functional support is provided to all department managers, which includes but not limited to: entering shipments into the inventory management program, stocking shelves, maintaining floor displays, assisting with inventory counts and providing training to newly hired employees.

Duties and Responsibilities:

- Confirm receipt of orders when shipments arrive, including air cargo and sealift
- Enter applicable information into Profit Master, ensuring accurate and timely entries
- Assist in ensuring store inventory integrity is maintained promptly and accurately
- Complete regular cycle counts for inventory as required
- Report any concerns or discrepancies to the Store Manager
- Complete all required paperwork and ensure store records are accurate for reporting and tracking
- Process, maintain and track shipment documents
- Greets and assists customers in a professional manner, setting an example to other staff
- Assists with reconciling physical counts and resolving discrepancies
- Apply product codes, labels, price labels, price tags, etc. for identification/control and POS scanning
- Maintain merchandising standards throughout the store
- Oversee out of stock lists, complete on-hand counts and work with Inventory Control as needed
- Complete inventory spot audits
- Conduct weekly competitive price checks (reviewing competitor's pricing)
- Responsible for margin integrity
- Contributes a safe and clean store environment, ensuring health, safety and security regulations and standards are adhered to
- Work in a safe manner in accordance with provincial and federal safety legislation, as well as the use of good common sense
- Report any potential hazards and unsafe behavior to management in order to have the situation corrected
- Management Support duties as required to ensure efficient Store Operations
- Work on any additional duties as assigned by the Store Manager or delegate

Qualifications:

- 5+ years of experience in a retail food environment
- 2+ years of experience in a supervisory role in industry-specific environment is an asset
- Good time management and prioritizing skills
- Demonstrate ability to train and motivate staff
- Comfortable discussing, promoting and selling products
- Professional, responsive and possess a positive work attitude
- Excellent communication skills both verbally and written
- Strong customer service and troubleshooting skills



- Highly organized and strong attention to detail
- Well-defined sense of diplomacy
- Excellent teamwork and team-building skills
- Ability to work under minimal supervision and a self-starter with the ability to multi-task

Working Conditions:

- Must be physically able to lift up to 50lbs
- Able to work in various temperatures, both indoors and outdoors
- Able to stand for long periods of time
- Able to work a flexible work schedule, including evenings and weekends
- Able to provide a clear criminal background check and credit check

Employment Status: Permanent; Full-Time

Working Hours: Your work schedule will be variable based on the operational needs of the store. You may be required to work extended hours based on business and/or customer needs thus time flexibility will be essential in this role.

Work Location: Arviat, Nunavut

If you believe you can make a strong contribution to our organization, interested parties may submit their resume and cover letter by email to hr@eskimopointlumber.com

About Us:

Eskimo Point Lumber Supply is a Nunavut based retailer and distributor that provides goods and services to the Kivalliq region. Our core values are based on honesty, hard work and service to the community. We are proud to provide support and opportunities to the Inuit communities in which we are based.

Benefits of Working for Us:

- Competitive salary
- Relocation assistance
- Housing subsidy
- Vacation travel allowance
- Northern allowance
- Group benefits - including extended health & dental
- Respectful and family-oriented company with strong values
- Opportunity to develop skills in a growing company

We thank all candidates for their interest in the position; however only those selected for an interview will be contacted.

Applicants will be reviewed on a rolling basis which may result in an earlier application deadline.

EPLS hiring policy is to recruit and select the best applicant for employment based on a review of their qualifications, aptitude and skill for the position. EPLS does not discriminate against applicants based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or a conviction for which a pardon has been granted.