

The Grocery Box

Convenience Store Manager

Duties and Responsibilities:

- Plan, direct and oversee the day-to-day operation of the store
- Schedule staff and assign duties
- Understand and respond to local market needs and competition
- Involved in buying, merchandising, and replenishment of products
- Develop and implement marketing strategies
- Evaluate and improve customer service and respond to customer requests and issues
- Address staffing requirements, including the hiring, development and retention of staff

Requirements and Qualifications:

- A University Degree or College Diploma in business administration preferred
- 1 - 3 years of store management experience
- Ability to work in a dynamic, fast-paced and high-volume environment
- Flexible availability required (day, evening, weekend)
- Proficient in Microsoft Word and Microsoft Excel
- Excellent communication and interpersonal skills

If interested: email groceryboxcorp@gmail.com