



## Store Manager

### Description

OK Tire on Portage Avenue is currently looking for an experienced **Operations Manager** to oversee the front-end and retail operations of our busy automotive location.

This role focuses on customer service, sales coordination, staff supervision, and day-to-day business management. We are seeking someone with strong retail management experience who is comfortable leading a team and handling administrative and operational responsibilities.

This is a full-time, permanent on-site position.

### Duties

#### Key Responsibilities

- Direct and manage daily retail and front-desk operations
- Oversee customer reception, service intake, and work order processing
- Assign duties and manage staff scheduling
- Supervise a team of approximately 5-10 employees
- Monitor sales performance and inventory levels
- Source and order merchandise and parts for resale
- Plan budgets and track revenues and expenses
- Handle customer concerns and service-related inquiries

### Closing Date

April 20, 2026

### Categories

Management

### Employer

10006334 Manitoba Ltd./OK TIRE

### Location

Assiniboine South

### Address

2001 Portage Avenue  
Winnipeg, R3J 0K2

### Job Type

Full-time

### Education Level

College

### Wage

\$28.00 - \$36.00

- Oversee payroll administration
- Conduct performance evaluations
- Maintain smooth communication between front staff and technicians

## **Email**

portageave@oktire.com

## **Qualification**

### **Qualifications**

- College diploma (1-2 year program) or equivalent experience
- 3 to less than 5 years of management experience in retail, operations, or customer service environment
- Valid driver's license
- Experience using POS systems, accounting software, inventory control systems, spreadsheets, and MS Outlook
- Strong organizational and leadership skills
- Excellent customer service and communication skills
- Ability to work in a fast-paced environment