

# Career Opportunity



**POSITION:** Cowley Branch – Center Manager

**DEPARTMENT:** Pincher Creek Co-op at Cowley

**LOCATION:** Cowley, AB

The Pincher Creek Co-op is currently accepting applications for the position of Cowley Center Manager to join our team on a full-time basis. Reporting to the General Manager and as a member of the Leadership Team, the Manager will be responsible for the efficient operation of the Cowley location, as well as:

- Full availability to work a variety of shifts as required.
- Engage and interact with member-owners and customers to provide outstanding Co-op experiences.
- Be responsible for communication, planning, organizing, implementing, and executing business operations at the Cowley Centre.
- Be responsible for providing leadership and direction to the entire Cowley Team in all areas of People, Market Growth, Sustainability, and Operational Excellence & Safety.
- Foster a positive and productive work environment through effective leadership, coaching, and ongoing employee feedback. Employee development and succession planning are a high priority.
- Be motivated to grow the business and committed to providing exceptional customer service.
- Ensure compliance with company policies and procedures, professional standards and applicable laws and regulations.
- Build and maintain relationships with the Pincher Creek Farm & Home Center and its team members while ensuring that the administrative requirements of the role are maintained on an ongoing basis.
- Through the Center Manager's areas of responsibility, this position will lead by example to ensure a highly productive atmosphere exists within the team by providing direct leadership to the yard operations.
- Achieve established objectives in terms of brand, service levels, quality, and timeliness of delivery.
- Actively collaborate with the General Manager and other members of the Leadership Team in short and long-term planning and decision making, including creating Cowley Center-specific strategies to optimize market share and savings and help achieve the Pincher Creek Co-op's vision and goals.
- Ensure financial sustainability of all business units within the Cowley Centre.
- Developing and promoting marketing plans in partnership with the Pincher Creek Farm & Home Centre to increase the Co-op's market share in the communities.
- Handle employees' complaints and incidents, including conflict resolution, and ensure a safe and healthy workplace.

## Qualifications:

- Excellent communication and relationship-building skills.
- Retail experience in a competitive and complex environment is preferred.
- 2-8 years of management experience with progressive and successful leadership.
- Experience within the Co-op Retailing System or in an Agro/Home Centre would be an asset.

- Knowledge of and experience with lumber/building materials, agro/feed products, and/or hardware is required.
- Demonstrated initiative and drive for results.
- Skills in the areas of strategic planning and executing production as well as implementing continuous improvement/changes to procedures/processes.
- Ability to handle multiple demands – adaptable, organized, efficient and committed.
- Computer skills are required – Outlook, Word, Excel, PowerPoint, etc.
- Strong problem-solving skills, attention to detail and business savvy skills.
- A valid drivers' license and forklift license is required.

**Pincher Creek Co-op offers the following:**

- Benefits plan including Extended Health Care, Dental, and Long Term Disability & Life Insurance.
- Employer Matched Pension Plan (5% matched).
- Employee Family Assistance Program.
- Paid vacation.
- Competitive wages paid bi-weekly.
- Retail Purchase Rebate.
- Service Recognition Programs.
- Tuition Assistance.

This role may require occasional travel across Pincher Creek Co-op's trading area and other scheduled meetings with FCL Zone and Home Office teams.

If this opportunity interests you, submit your cover letter and resume. This position will remain open until filled.

To apply, please submit your resume and cover letter to Jazmín Andino-HR Advisor at [jazmin.andino@pinchercreek.crs](mailto:jazmin.andino@pinchercreek.crs)

Preference will be given to candidates with previous or current experience in the Co-operative Retailing System.

We thank all candidates for their interest; however, only those selected to continue the recruitment process

**If you require additional information, please contact:**

**Jazmin Andino**

**HR Advisor**

**Office: 403-627-2667 Ext.126**

**Mobile: 403-627-9870**

*Employees interested in the above position are to inform their immediate supervisor of their intentions, **before** they approach the contact person.*

Date: March 29, 2022