



EMPLOYMENT OPPORTUNITY

SIKSIKA RESOURCE DEVELOPMENTS LTD. (SRDL)

Date Posted: January 8, 2021

Positions: Grocery Store Leaders: Cashier (I); Bakery/Deli (I)
Subsidiary: Siksika Trail Market LP.
Term: 3 Year Contract
Salary: Commensurate as per approved SRDL Salary Classification

Deadline for submission: February 8, 2021

Pre-screening: February 10, 2021

Interviews: week of February 15 – 19, 2021 (dates subject to change)

General Statement of Duties (not limited to the following):

The Leaders are responsible for the organization, co-ordination and administration of their respective areas, while maintaining a strong communication link with the Grocery Store Manager. The key responsibilities of the Leader require a number of general duties to be performed on a daily basis. The Leaders must be accommodating and willing to work on weekends, holidays and possible shift work.

Experience:

- *Supervisory experience* - 1 to 3 years' experience in a retail supervisory or equivalent position
- *Leadership Skills* – recognized as committed, responsible and thoughtful, Leaders are responsible for effectively supervising shift staff and establishing professional rapport in facilitating last-minute schedule changes, maintaining moral, and drawing commitment out of all staff, etc.;
- *Organization Skills* – with a wide variety of responsibilities that must be managed on a daily basis, Leaders must stay focused, committed and capable of multitasking;
- *Friendly and Outgoing* – strong interpersonal and customer service skills allow Leaders to interact with employees, address customer questions, concerns and complaints in a professional manner.

Qualifications Required:

These positions require a Grade 12 Diploma supplemented with 1-3 years' experience in food service/retail/supervisory. Management or Business courses is an asset. A combination of Education and Experience may also be considered.

Note: Due to the nature of the business the Successful Applicant will be required to provide an updated Criminal Record Check upon commencement of employment, for the sole purpose of the cash handling / lottery on site. The Criminal Record Reports will be held in the strictest confidence and job selection WILL NOT be based on the results of your record, unless it reveals Theft.

(For a complete Job Description please contact 403-499-9818)

At least three (3) References MUST be listed on application for contact and ALL certificates must be attached.

SRDL is an Equal Opportunity Employer, however preference may be given to applicants with Aboriginal descent.

Please submit SRDL Application Form & Resume to:
SRDL Human Resources
P.O Box 1520 Siksika, AB T0J 3W0
HR@siksikaresource.com

Inquiries should be directed to the SRDL Human Resource Department 403-361-1101 or by contacting our office at 403-499-9818

We thank all interested applicants in advance, however, only those selected for an interview will be contacted.