



EMPLOYMENT OPPORTUNITY
Atlohsa Gifts General Manager
LONDON, ON

Posting Date: Thursday, July 15, 2021

Posting ID: 042

Atlohsa Family Healing Services is seeking a motivated and dynamic individual to fill the role of **Atlohsa Gifts General Manager**. The Atlohsa Gifts General Manager runs the day-to-day operations of Atlohsa Gifts. This would include, but is not limited to, in-store sales, corporate sales, point-of-sale management, sales reporting and sales forecasting, cash management, merchandising, promotions, inventory management, procurement, and loss prevention management.

Suitability

- Demonstrated knowledge and understanding of the languages, traditional ways, history and cultures of the Indigenous population in the London region.
- Retail management experience (in-store and online), product inventory and procurement.
- Leads and supports corporate sales, promotions and fulfillment.
- In depth experience with point-of-sale system software (squareup.com an asset) with the ability to manage sales reporting and analysis; running daily, weekly and month end performance reports, providing insights and recommendations based on results.
- Budget management, accounting and financing skills.
- Merchandising experience essential.
- Maintains bi-weekly shift management and scheduling.
- Works closely with the Retail Manager and Events Coordinator to organize retail pop-ups, bulk sales, coordinating volunteer support, inventory, setup.
- Sales driven supporting the development of promotions and advertising campaigns, driving traffic to store and increasing in-store sales. Experience with social media marketing an asset.
- Proficient use of various office-based software including Microsoft Office Suite including Word, Excel and Outlook. Experience with squareup.com POS system software is an asset.
- Self-starter, motivated to succeed while prioritizing and managing competing priorities.
- Results oriented with proven ability to identify and resolve challenges quickly.
- Fully licensed driver asset.
- Secondary School Diploma.

EMPLOYMENT TERM: Part-Time 20 hrs/week

START DATE: Immediately

CLOSING DATE: Friday, July 30, 2021 at 5:00 p.m.

REMUNERATION: Commensurate to experience

Individuals of Indigenous Ancestry are strongly encouraged to apply. Atlohsa supports diversity in all its various manifestations, however, preferences will be given to qualified, Indigenous applicants.

Please submit a cover letter and resume or referral to:

Atlohsa Family Healing Services Inc.

2212 Elm Ave

Southwold, ON N0L 2G0

Tel No. 519-438-0068 | Fax No.: 519-438-0070 | Email: jobs@atlohsa.com

Full Job Description Available Upon Request. We thank all those who apply however only those selected for an interview will be contacted.