# Wachiya Assistant Store Manager

The Assistant Manager at Wachiya will play a vital role in supporting the Store Manager in all aspects of store operations. This position is responsible for assisting with team management, customer service, inventory management, marketing initiatives, and ensuring the overall success and growth of the store.

Location: Old Montreal, QC

Job Type: Full-time

## Responsibilities

- **Team Support**
  - Assist the Store Manager in recruiting, training, and supervising store staff to ensure adherence to company policies and standards.
  - Provide guidance and support to team members, fostering a positive and productive work environment.
- **Customer Service**
  - Assist customers with inquiries, product selection, and purchases, providing excellent service and resolving any issues or concerns.
  - Maintain a thorough knowledge of store products, artists, and artisans to effectively assist customers and promote sales.
- **Inventory Control**
  - Assist with inventory management tasks, including receiving shipments, stocking shelves, and conducting regular inventory counts.
  - Monitor product levels and assist in ordering merchandise to maintain optimal inventory levels and product assortment.
- **Marketing Support**
  - Collaborate with the Store Manager and CNACA's marketing team to implement marketing strategies, promotions, and events to drive store traffic and sales.
  - Contribute ideas for social media content, store displays, and other promotional initiatives to enhance brand visibility and customer engagement.
- **Operational Support**
  - Assist with opening and closing procedures, including cash handline, security protocols, and ensuring compliance with company policies and procedures.

- Help maintain a clean, organized and visually appealing store environment, including merchandising and display arrangements.

- **Administrative Tasks**
  - Assist with administrative tasks, such as preparing sales reports, updating inventory records, and processing customer transactions accurately.

**Qualifications**

- High school diploma or equivalent (bachelor's degree in business administration or related field is a plus).
- Previous experience in retail or customer service roles, with demonstrated leadership abilities.
- Strong communication, interpersonal, and organizational skills.
- Knowledge or interest in Indigenous cultures, particularly Cree culture and art, is beneficial.
- Proficiency in Microsoft Office Suite and familiarity with point-of-sale (POS) systems.
- Ability to work flexible hours, including evenings, weekends, and holidays, as needed.

**Benefits**

- Competitive salary with opportunities for advancement.
- Health benefits package.
- Training and development opportunities within CNACA.

**Terms of Employment**

Please take notice that this is a full-time, permanent position and subject to a 3-month probationary period.

Salary for the above position will be commensurate with the qualifications and experience of the applicant. CNACA offers competitive salary and benefits and offers equal opportunities to men and women.

**Start Date:** To be determined.

Please send your application by mail, fax or e-mail to:

**Dale Cooper**
Executive Director
Tel: (418) 745-2444 Extension: 3333
Cell: (581) 445-0521
Fax: (418) 745-2324
E-Mail: dale.cooper@cnaca.ca

**Date of Posting: August 9, 2024**

**Closing Date: August 31, 2024**

**Mission of the Cree Native Arts & Crafts Association**

To diversify and grow a sustainable cultural economy in Eeyou Istchee involving partnerships among Cree artists, artisans and Cree communities that will preserve, promote, and enhance the heritage of the Eeyou/Eenou Nation while encouraging contemporary means of expression that maintain Cree culture, values, traditions and skills.