

EMPLOYMENT OPPORTUNITY

RETAIL MANAGER



Full-time position to begin April 3, 2018

Starting salary is \$49,256.79 per annum plus benefits

This position is unionized with the Manitoba Government and General Employees' Union

The UWSA Retail Manager reports to the General Manager and is responsible for managing the operations and administration of InfoBooth and Index.

Duties include:

- Managing part-time Retail Staff;
- Maintaining appropriate inventory controls;
- Managing relationships between external and internal partners in the delivery of programs;
- Managing all operational aspects of partner programs and service delivery, including Winnipeg Transit and Canada Post services;
- Assisting in the management of staff levels and performance evaluation;
- Participation in budgeting and business planning for retail outlets;
- Liaising with relevant University of Winnipeg departments (Financial Services, Technology Solutions Centre, Physical Plant, Security, etc.) regarding operations at retail locations;
- Managing policies of the UWSA and the University of Winnipeg that govern each retail space;
- Working with other UWSA departments to ensure adequate communication, resources, and support in program and service delivery

Experience and Qualifications:

- Ability to work under pressure and to handle challenging customer service and administrative situations;
- Decision-making ability and a deep sense of responsibility and ethics;
- Excellent communication, interpersonal, and organizational skills;
- Experience managing retail operations, including budgeting, POS systems, cash handling, and staff management;
- Experience in data management;
- Experience as an effective stakeholder liaison manager in challenging circumstances
- Various combinations of skills, experience, and education will be considered

Please submit applications with attached resumé to the General Manager at the UWSA General Office or generalmanager@theuwsa.ca.

The UWSA is an equal opportunity employer and an accessible work environment. Accessibility accommodations can be made throughout the interview process and upon hiring.

DEADLINE FOR APPLICATIONS IS TUESDAY, MARCH 1, 2018