EMPLOYMENT OPPORTUNITY
Retail Manager | London, ON
Posting Date: August 27, 2020
Posting ID: 003

Role and Responsibility: The Atlohsa Gifts, Retail Manager runs the day-to-day operations of Atlohsa Gifts. This would include, but is not limited to, retail sales (in-store and online fulfillment), transaction 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), managing product inventory, procurement, fulfillment & returns (2-4yrs).
- Experience working with a POS system software (squareup.com an asset).
- Basic accounting and financing skills with the ability to manage sales reporting and analysis; running daily, weekly and month end performance reports, providing insights and recommendations based on results.
- Merchandising experience.
- Ability to organize external retail pop-ups, coordinating volunteer support, inventory, setup.
- Sales driven supporting the development of promotions and advertising campaigns, driving traffic to store and increasing in-store sales.
- 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.
- Friendly, warm and welcoming.
- Fully licensed driver asset.

Atlohsa Family Healing Services is a non-profit, charitable organization, dedicated to strengthening community through Indigenous-led programs and services that offer holistic healing and wellness.

Employment Term: Full-Time
Closing Date: September 7, 2020
Start Date: September 14, 2020
Renumeration: $17/hr, 40 hrs/week

Please submit a cover letter and resume to:
Atlohsa Family Healing Services Inc.
2212 Elm Ave., Southwold, ON N0L 2G0
Tel. 519-438-0068 | Fax. 519-438-0070
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.