
Employment Opportunity
Selkirk Center Manager

Location: Selkirk Center, Pelly Crossing Yukon

Status: Full-Time

Closing Date: Until position is filled.

Job Summary: Located in Pelly Crossing Yukon, The Selkirk Center Manager is responsible for all aspects of operations and management of the Center. The Selkirk Center is the local business hub that operates the grocery store, fuel station, and 6 room motel.

Main duties include: supervision and scheduling of staff, inventory management, product quality assurance, overseeing safety and sanitation of the establishment, preparing reports, tracking business profitability, and ensuring customer satisfaction.

Education and Experience:

- Post Secondary education in business admin, office admin, retail management
- Several years experience in management preferably retail management
- Combination of training and work experience will be considered

Must have ability to lead and manage a diverse team. You will provide ongoing training and motivation to employees while monitoring and assessing performance of the overall center. Maintaining a high standard of customer service is at the core of this position. Basic knowledge of bookkeeping and budget management are required to be successful.

RCMP records check required

Salary and Benefits: Competitive negotiable salary depending on experience. Full benefits package including paid leave and free accommodations.

PREFERENTIAL HIRE FOR QUALIFIED SELKIRK FIRST NATION CITIZENS.

For a copy of the job description please contact Bonnie Roberts, Office Manager, at Selkirk Development Corporation at (867)393-2181 or email below.

Submit your resume with cover letter by email to; officemanager@selkirkdevcorp.ca.

We thank those who apply and advise that only those selected for an interview will be contacted.