



P: 250.630.2800 A: Blueberry Reserve Road, Buick, BC V0C 2R0

Title: Store Manager

Reports to: Chief Administrative Officer

Position: Permanent, Full-time

Pay Range: \$24.54 to \$29.45 per hour

Job type: In-person

About Blueberry River First Nations:

At the heart of Blueberry River First Nations is the belief that we are stronger together. We are self-governing Nation committed to building a thriving, self-sustaining community rooted in culture, governance and economic prosperity. Guided by our values – Respect, Inclusiveness, Responsibility and Pride- we work to enhance the quality of life for both current and future generations.

Located in northeastern British Columbia, we are proud member of Treaty 8, with both Beaver and Cree cultural group forming once united community. Our mission is to empower our people, strengthen governance and honor traditions while embracing new opportunities. Through integrity, respect, accountability and unity, we ensure that every decision contributes to the collective well-being of our Nations.

Position overview:

The **Creever Store Manager** at Blueberry River First Nations, you'll lead daily operations while building strong relationships with staff, community members, customers, and vendors. This is more than running a store: it's about creating a welcoming space, keeping shelves full and organized, supporting local needs, and helping the community thrive. You'll bring leadership, organization, and top tier customer service to a role that values initiative, reliability, and teamwork. If you're motivated to take ownership, keep things running smoothly, and make a meaningful impact in a growing Nation, this opportunity offers both challenge and reward.

Key Responsibilities will include, but are not limited to:

Team Leadership & Staff Development

- Lead and inspire the store team, ensuring effective scheduling, coverage, and smooth day-to-day operations.
- Provide hands-on training and mentorship to new employees, fostering confidence, growth, and a strong team culture.



- Act as a positive role model for staff, setting the tone for respectful communication with colleagues, customers, and vendors.
- Assign daily responsibilities such as cleaning and merchandising to keep the store running efficiently.

Customer Service, Policies & Procedures

- Demonstrate professionalism and respect in all customer interactions, setting the standard for service excellence.
- Uphold store policies and procedures to maintain a safe, consistent, and welcoming environment.
- Ensure the store is open and fully staffed during all posted hours, providing dependable service to the community.

Financial Management & Reporting

- Balance cash, prepare weekly deposits, and oversee accurate financial practices.
- Complete monthly sales reporting to the Board of Directors, highlighting store performance.
- Manage Tax Act reports and ensure compliance with financial requirements.

Inventory & Vendor Relations

- Monitor and maintain adequate stock levels to keep shelves full and customers satisfied.
- Build and sustain strong working relationships with vendors to ensure quality products and timely deliveries.
- Oversee purchasing of inventory, aligning product selection with customer and community needs.

Merchandising & Systems

- Manage the Point of Sale (POS- Infonet) system, ensuring smooth and accurate transactions.
- Oversee store layout and merchandising to create an inviting, organized shopping experience.

Growth & Innovation

- Champion a growth mindset—pilot and evaluate new revenue streams (e.g., grab-and-go foods/coffee, seasonal goods, t-shirts, souvenirs, local artisan products, delivery/curbside, services such as propane exchange or postal add-ons where permitted).
- Propose and implement longer operating hours based on community demand and cost/benefit analysis; ensure staffing plans and budgets align.
- Bring passion and creativity to continuous improvement.



P: 250.630.2800 A: Blueberry Reserve Road, Buick, BC V0C 2R0

Lived & Learned Experience

- Cultural Awareness:
Deep understanding of First Nations culture, values, and traditions, including awareness of the systemic issues Indigenous peoples face and how these impact governance and administration.

Qualification, Experience and Skills:

- High school diploma or equivalent
- Degree/Diploma/Certificate in business administration or an equivalent combination of related education and experience would be considered as an asset.
- Knowledge and understanding of First Nations culture, organizations and communities.
- Ability to work independently and multiple tasks to meet tight timelines
- Organized, flexible and easily-adaptable to changing conditions;
- Excellent written and spoken communication skills.

Other Requirements:

- Valid BC Driver's license class 5.
- Food Safe
- Successful completion of a Criminal Records Check with Vulnerable Sector
- Travel may be required
- Requires continuous heavy physical outdoor/indoor work in all weather conditions.
- Strong attention to detail and ability to follow safety and quality procedures.
- Willingness to work on a rotating shift schedule

What We Offer: In addition to working with a community where you can make a difference and work with like-minded people we offer:

- 3 weeks' vacation to start
- 2 weeks of paid office closure (Christmas)
- Cultural days
- Statutory holidays
- Paid sick leave

How to apply: If you are interested in applying for this opportunity, please submit your interest to Human Resources at hr@blueberryfn.ca



P: 250.630.2800 A: Blueberry Reserve Road, Buick, BC V0C 2R0

Location: 18785 Blueberry Reserve Rd, Buick, BC V0C 2S0

Closing date: Open until filled

BRFN thank all applicants for their interest; however, only those considered for an interview will be contacted.

BRFN community member or Persons of Indigenous background will be given preference. S16(1) CHRA.