

**Job Title: Retail Branch Manager**

**Employer:** Bloomstar Bouquet

**Location:** Calgary, AB

**Salary:** \$36.06 to \$37.00 / hour (\$75,000 to \$76,960 per year)

**Benefits:** Medical benefits, Dental benefits, Life insurance benefits, Pension plan benefits

**Hours:** 40 hours / week

**Vacancies:** 1 Vacancy

**Terms and conditions of employment:** Permanent, Full time, Day

**Start date:** As soon as possible

Veterans of the Canadian Armed Forces, Visible minorities, Persons with disabilities, Indigenous people, Newcomers to Canada are welcome to apply

**Job requirements:**

**Languages:** English

**Education:** relevant post-secondary education (in supply-chain, industrial engineering, business etc.) or equivalent experience

**Experience:** 3 years of relevant experience

**Ability to Supervise:** Contractors, More than 20 people (Production Supervisor, Branch Administrator, Drivers, Warehouse workers)

**Work Conditions and Physical Capabilities:**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Sitting
- Combination of sitting, standing, walking
- Manual dexterity

**Work Location Information:** Urban area

**Work Site Environment:** Noisy, Cold/refrigerated (0 – 10 degrees Celsius), Fluctuating between hot and cold due to open doors

**Personal Suitability:**

- Goal-oriented
- Efficiency
- Creativity

- Analytical
- Adaptability
- Positive attitude
- Time management
- Client focus
- Team player
- Organized
- Flexibility
- Effective interpersonal skills
- Excellent oral communication

### **Business Equipment and Computer Applications: MS Office**

#### **Specific Skills:**

- Manage staff and assign duties:
  - Coordinate staff with work content to ensure proper utilization of labour to maximize efficiency and minimize overtime
  - Meets regularly with operating staff and drivers to provide leadership, and to facilitate resolution of issues or problems
  - Ensure team is working safely by following and demonstrating safe working practices. Be proactive in accident prevention
  - Complete proper documentation and reports for accident investigations, disciplinary investigations, and other interactions with employees
- Determine staffing requirements:
  - Recruit, train, and motivate capable employees
  - Ensure employees are trained to meet all job duties and monitor for performance management reviews
- Manage the key aspects of branch operations, budgeting, payroll, production, procurement, inventory management, inbound/outbound logistics, and quality control
- Take initiatives to suggest and make cost improvements in the operation
- Plan budgets and monitor revenues and expenses:
  - Manage budget, identify areas of opportunity and adjust execution to ensure targets
  - Review monthly P&L and WOR and make necessary adjustments to operations to meet business and budget needs
  - Develop and implement strategies to improve the financial performance of the branch
  - Develop and adjust monthly, quarterly and annual sales forecasts to meet or exceed financial performance goals
- Plan, organize, direct, control and evaluate daily operations
  - Develop and implement strategies for effective warehousing and distribution of non-edible perishable goods with fluctuating demand
  - Constantly scrutinize the overall production process and make recommendations to find ways to improve and optimize the work flow and eliminate bottlenecks
  - Ensure distribution fleet is operating cost effectively, while shipping complete and on time

- Be proficient in all functions of inventory control. Implement procedures for shrinkage control and physical inventory that ensure inventory accuracy
- Analyze and report on the daily, monthly and annual key performance indicators with a focus on industry trends
- Develop weekly purchases forecast to fulfill fluctuating demand of non-edible perishable goods and minimize shrinkage
- Maintain and implement established quality goals and practices
- Address customer enquires or complaints to understand the concerns and to collaborate on solutions
- Adhere to ethical standards. Comply with regulations, laws, employment standards, and company policies

**Type of Product:** Flowers and plants

**Work Setting:** Production and Distribution Centre

**How to apply:**

**By email:** [jobs@bloomstar.ca](mailto:jobs@bloomstar.ca)

**By mail:** Unit 105, 1108 - 53 Avenue NE, Calgary, Alberta T2E 6N9