



**Job Posting:** Bayside Gas & Convenience – Assistant Manager

**Location:** Bayside Travel Centre, Paqtnekek Mi'kmaw Nation

**Position:** Assistant Manager

**Hours:** Full-time – Flexible schedule including evenings, weekends, and holidays

**Reports to:** Store Manager and General Manager

**Deadline:** February 20th, 2026

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Bayside Gas & Convenience is seeking a reliable and motivated Assistant Manager to help lead our team and ensure smooth daily operations. This role is ideal for someone with strong leadership skills, attention to detail, and a commitment to customer service and community values.

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**Key Responsibilities:**

- Support the Store Manager and General Manager in day-to-day operations
- Assist in scheduling, supervising, and training front-line staff
- Monitor and maintain inventory control procedures, including ordering and stock rotation
- Operate and troubleshoot POS systems; ensure all staff are trained on proper usage
- Provide excellent customer service and model professional behavior for staff
- Help manage cash handling, deposits, and reconciliation procedures
- Ensure store cleanliness, safety, and adherence to all policies and procedures

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**Qualifications:**

- Previous experience in retail or gas/convenience store management preferred
- Familiarity with point-of-sale (POS) systems and inventory tracking
- Strong interpersonal and communication skills
- Ability to lead, train, and motivate a team
- Reliable, flexible, and able to work a variety of shifts
- Commitment to serving and prioritizing community members in a respectful and culturally appropriate manner

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**To Apply:** Interested candidates are encouraged to submit their resume and a brief cover letter outlining their interest and qualifications.

**To:** David Kearns H.R. Director Paqtnekek Mi'kmaw Nation

**Email to:** [jobs@paqtnekek.ca](mailto:jobs@paqtnekek.ca)





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**Application Deadline:** February 20th, 2026

**Thank you for your interest. Only those selected for an interview will be contacted.**

