



Job Title: Store Manager - Bayside Gas & Convenience

Location: Paqtnkek Mi'kmaw Nation,

Deadline: March 6th, 2026 at 5:00 PM.

Position Overview

Bayside Gas & Convenience is seeking a highly motivated, detail-oriented Store Manager to lead daily operations and deliver exceptional customer service. Reporting to and working closely with the Bayside General Manager, the Store Manager will be bondable, ensure efficient store operations, maintain high standards of customer care, and support a positive, community-focused work environment.

Key Responsibilities

- Oversee day-to-day operations of the Bayside Gas & Convenience store including ordering and vendor relations
- Maintain strong customer service standards and ensure prompt, courteous service
- Supervise, train, schedule, and support staff
- Monitor inventory levels, order stock, and ensure accurate merchandising
- Maintain cleanliness, safety, and regulatory compliance throughout the store
- Handle cash management, daily reconciliations, and adherence to financial procedures
- Work collaboratively with the Bayside General Manager on planning, improvements, and reporting
- Assist in developing procedures, staff performance management, and continuous service improvement
- Respond to customer concerns professionally and promptly

Qualifications

- Experience in retail or convenience-store management (gas bar experience an asset)
- Strong leadership and communication skills
- High attention to detail and ability to multitask in a fast-paced environment
- Demonstrated commitment to excellent customer service





- Reliable, organized, and able to work independently and as part of a team •
Experience working in Indigenous communities considered an asset

How to Apply

Interested applicants are invited to submit their resume and cover letter

To: David Kearns, Human Resources Director - Paqtnkek Mi'kmaw Nation **Email:**
jobs@paqtnkek.ca

Subject Line: "Store Manager - Bayside Gas & Convenience"

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Paqtnkek Mi'kmaw Nation is committed to diversity and inclusion in the workplace and encourages applications from qualified Indigenous candidates and all others who meet the qualifications.

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

