



## Store Manager

- Punmu Aboriginal Corporation
- Pilbara Region WA
- Annual Salary: \$60,000
- Annual Leave: 5 weeks
- Remote Leave: 3 Weeks
- Accommodation: \$50 per week
- Utilities: \$15 per week
- Vehicle: Provided for work purposes
- Job Start Date: 6<sup>th</sup> January 2022
- Applications close 25<sup>th</sup> December 2021

This position requires the successful applicant to complete all duties related to running a Community Store and in addition, capable of running a commercial kitchen for Friday Night Takeaways and Sports Carnivals.

In consultation with the Community Coordinator, the Store Manager will work collaboratively with identified community leaders, government and non-government stakeholders and with community members to develop and implement a Healthier Lifestyle.

A current Police Check and Working with Children Check is a must.

A Current Western Australian Drivers License is a must.

Other Duties include, but not limited to;

Present the Store for the appropriate sale of approved stock items including foods, Manchester, variety, tools, fuel and accommodation.

Maintain and implement appropriate costing structures to ensure ongoing financial viability of store operations to maintain mark-up and gross profit returns for the community.

Always maintain a level of appropriate stock on hand, including pre-ordering for wet season, minimum fuel levels and emergency supplies.

Maintaining strict Social Distancing rules as deem necessary, by the WA Government.

Ensure store is clean, neat and tidy and that workplace health and safety procedures are always adhered to.

Ensure that healthy food options are always available and encourage the purchase of these items through adequate promotion and display.

Manage financial transactions through daily reporting requirements.

Undertake a quarterly stock take for the community appointed accountants.

Engage and provide employment opportunities for local staff as required.

Maintain Store Trading hours as agreed by the Co-ordinator (as amended from time-to-time).

Ensure internal / external purchase orders are recorded and recharged daily.

Ensure all daily sales and Purchase Orders are email through to the Accountant each day and an explanation for any variances.

Other duties as directed by the Community Co-ordinator.