



Career Opportunity
Tobacco Coordinator
Hammonds Plains Tobacco
(Full-time Permanent)

Closing:
June 18, 2025

Anticipated Start Date:
Immediate

Salary Range:
\$41,860.00 Annually

General Description:

Under the Direction of the Hammonds Plains Site Manager, this position is responsible for coordinating and ensuring compliance of the Tobacco store operation located in the Sipekne'katik Entertainment Center at Hammonds Plains site. This role is directly involved with inventory management, staff supervision and customer service.

Responsibilities:

- Coordinate day-to-day operations of tobacco store, including supervising and mentoring staff
- Monitor, track and reconcile daily sales transactions
- Implement theft deterrent systems
- Conduct daily, weekly and monthly inventory counts and update internal databases
- Forecast inventory requirements, execute inventory purchases, and manage inventory receipt
- Analyze sales data to identify trends and make recommendations for improvement
- Ensure compliance with all tobacco regulations and store policies
- Report on Financial status of the Tobacco Store, Sales, quotas and expenses
- Assist customers with product selection and provide knowledgeable information regarding the products
- Address customer complaints, inquiries and feedback
- Conduct performance evaluations and provide feedback to staff

Qualifications:

- High School diploma or equivalent; additional education or training in retail, business or administration considered an asset
- One (1) year of experience in a retail supervision and/or management; a combination of experience and knowledge will be considered
- Proven organizational skills
- Demonstrated ability to handle cash and perform reconciliations
- Strong understanding and experience working with First Nation Communities and Organizations



- Experience utilizing Microsoft Office Suite to develop reports and managing data
- Entry level accounting knowledge and practice
- Must be able to provide a satisfactory criminal record check and be bondable
- Must have access to reliable transportation
- Ability to work varying shift work between 8am and 10pm

Working Conditions:

- Normal work week is 40 hours; flexibility is required; some evenings and weekends
- Some lifting and standing for extended periods of time is required

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

This work description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not defined to contained or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.