



OLD MASSETT VILLAGE COUNCIL
Economic Development and Commercial Lands Department
348 Eagle Avenue Old Massett / PO Box 189 V0T 1M0
Phone: 250-626-3337 Fax: 250-626-5440

Job Posting

Gas Bar Manager

Job Title: Gas Bar Manager

Location: 350 Eagle Ave. Old Massett, BC

Job Type: Full Time

Wage: \$27.85

Start Date: TBD

Reports To: Economic Development Manager

About Us:

The OMVC Gas Bar is a Haida owned and operated business committed to serving our community with reliable, friendly service. Our gas bar is more than just a fuel station, it's a hub for locals and visitors alike. We are currently seeking a dedicated and experienced Gas Bar Manager to lead day-to-day operations and support our team.

Job Overview:

The Gas Bar Manager is responsible for overseeing all aspects of the gas bar operations, ensuring excellent customer service, managing staff, inventory, and maintaining safety and compliance with environmental and regulatory standards.

Key Responsibilities:

- Oversee daily operations of the gas bar and convenience store.
- Recruit, train, schedule and supervise staff.
- Ensure exceptional customer service and resolve customer issues.
- Monitor fuel levels and coordinate fuel deliveries.
- Manage inventory, ordering and stock control.
- Track sales, prepare reports, and ensure accurate cash handling.
- Maintain cleanliness, safety and security of the premises.
- Ensure compliance with all applicable regulations and environmental standards.
- Work with the Economic Development Manager on budgeting and reporting.



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Qualifications:

- Previous experience in retail or gas station management preferred.
- Strong leadership, organizational and communication skills.
- Financial literacy and ability to manage budgets and inventory.
- Comfortable using POS systems and basic office software (Excel, email etc.)
- Knowledge of workplace health and safety practices.
- Ability to work flexible hours, including weekends and holidays as needed.

Assets:

- Knowledge of Haida culture and community
- Valid driver's license
- WHIMIS or First Aid certification (or willingness to obtain)

Application Deadline: Open until positions are filled.

How to Apply:

Please submit your cover letter and resume to reception@omvc.ca or deliver it in person to front desk at the Band Office.

Subject line must read: Gas Bar Manager Position

Preference may be given to applicants of Indigenous ancestry, pursuant to Section 41 of the B.C. Human Rights Code.

Only those selected for an interview will be contacted.

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