

# Hamilton Pharmacy invites applications for the position of: Store Manager

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Hamilton Pharmacy  
offers a competitive  
salary and benefits  
package that includes  
a Pension Scheme,  
Health, Dental & Life  
Insurance as well as  
a Company Discount  
Scheme.



The Store Manager is a key member of the management team who is responsible for maximizing sales, gross margins and net profits through the effective operational and financial management of all non-dispensary activities at Hamilton Pharmacy.

Working under the direction of the Chief Financial Officer, the successful applicant will be responsible for:

- Overseeing all front store sales associates and operations via management of the Supervisor;
- Responsible for warehouse operations via the direction of the Senior Warehouse Associate;
- Directing the administration and the integrity of the inventory database as well as overseeing all accounting and administration processes via the supervision of the Office Manager;
- Ordering inventory from both local and foreign Front Shop suppliers in a timely manner at appropriate quantities while negotiating the most competitive first costs and discounts;
- Reviewing freight options, where applicable, to ensure the optimal lead-time to purchase the stock;
- Approving invoices for payment;
- Developing short-term and long-range strategic objectives and analyzing market trends to maximize sales and gross margins. Preparing business plans for communication to Executive Management;
- Working with the Chief Financial Officer to prepare and finalize the annual financial budget;
- Managing operations effectively, enabling the maximization of gross margins and enhancing profitability through cost control;
- Understanding, supporting and ensuring Associates follow the Company's policies and procedures;
- Overseeing facilities management concerns as they arise;
- Liaising with restaurant operations and addressing store concerns and issues;
- Coordinating security schedules and addressing any security concerns as they arise;
- Cross training on other functions to provide coverage on an as needed basis;
- Any other duties appropriate to the responsibilities of this role.

#### Requirements:

- A minimum of 7 years work experience in a senior management role within a retail pharmacy environment;
- Previous senior management, distribution and/or warehouse experience in a retail environment would be an asset;
- Proven understanding of financial concepts, specifically income statements, and budgeting and forecasting;
- A mature self-motivator who can work independently with minimum supervision;
- Strong leadership and coaching skills with the ability to work effectively with all levels of management and staff;
- Strong ability to prioritize and handle multiple tasks with a commitment to meeting deadlines;
- Computer experience, particularly using Microsoft Office and Epicor Eagle Software;
- Exemplary written and oral communication skills, particularly when dealing with vendor enquiries;
- Must be willing to work the hours necessary to complete the role.

Please apply in writing by the 20 of September, 2018 to: Human Resources, Hamilton Pharmacy Ltd., P.O. Box HM 250, Hamilton, HM AX, Bermuda, OR via email to: cpacheco@bga.bm. All applications will be treated in strict confidence.

***Only applicants short-listed for interviews will be contacted.  
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