

# Service Station Manager

The HWP Group, an established transportation and automotive provider, is looking for a highly motivated **Manager** for the 'Rubis' East Broadway Service Station. The Manager is expected to market ideas to promote the business, reduce labour turnover, maintain revenue and payroll budgets and meet budgeted productivity while keeping quality consistently high.

## **The specific role and responsibilities will include:**

- Responsible for day-to-day operations, ordering, scheduling, training, supervising employees, store image, all controllable expenses, labor, inventory, cash and shortages
- Achieve profit and performance targets by developing marketing, sales and service strategies
- Must determine stock needs, interact positively with vendors and customers, monitor receiving goods, maintain inventory and minimize waste and pilferage
- Review timecards, employee schedules and ensure all shifts are properly covered
- Enforce 'Rubis' standards and ensure Gas Station Attendants and Cashiers adhere to shop policies and procedures
- Ensure that all employees, vendors and customers adhere to the strict Health and Safety guidelines and policies including personal protective equipment
- From time to time work with forecourt team to serve and speak with customers and to monitor level of services being provided by staff
- Utilize and cooperate with 'Rubis' customer appreciation/incentive programs
- Resolve customer complaints
- Enforce progressive discipline when necessary

## **The successful candidate should possess the following qualifications:**

- At least 5 years management and retail experience
- A sound educational background
- Self-motivated with excellent leadership, communication and interpersonal skills
- Self starter and ability to work in a fast paced dynamic environment
- Ability to work with others and maintain a professional relationship with the team
- Highly organized and able to work within tight deadlines to achieve targets
- High level of computer literacy
- Must have strong commitment to safety and environmental policies
- Experience in the industry is preferred, but not necessary

An attractive salary and benefits package is offered and will commensurate with experience.

Interested persons should forward a resume' and two references to the attention of the:

Human Resources Department

C/O HWP Group

P. O. Box HM 444

Hamilton HM BX

Email: [kama.smith@hwp.bm](mailto:kama.smith@hwp.bm)

Closing date: November 10, 2011

Applications will be held in the strictest of confidence



INVESTORS IN PEOPLE

***HWP Group is a drug-free workplace.***