



**Prairie Co-operative Limited  
Home Centre Manager  
Melville, SK**

We are currently accepting applications for the position of Home Centre Manager – Melville, SK. Prairie Co-operative serves 7,000 members in the communities of Melville, Lemberg, Fort Qu'Appelle and Lipton providing products and services in Building Material, Hardware, Agro, Food, Petroleum and Crop Protection products. The individual will have strong leadership and communication skills in leading a team of two department managers and a staff compliment of fifteen employees.

**Duties and Responsibilities:**

- ▶ Prepare, administer and be responsible for the sales, margin, expenses, inventory and SPEH of the Home centre department.
- ▶ Ensure all staff adhere to merchandising standards, marketing efforts, staff appearance, housekeeping and loss prevention.
- ▶ Ensure acceptable level of service is provided, staff attitude is appropriate and Hassle-Free Guarantee Program is followed.
- ▶ Ensure proper management of assets and adherence to a maintenance schedule.
- ▶ Ensure adherence to the image checklist as per facilities and equipment.
- ▶ Prepare the annual budget and ensure claims, invoices and all other paper work is done timely, accurately and meets policy and procedure.
- ▶ Ensure the proper recruitment procedures are followed.
- ▶ Implement and enforce written performance expectations and standards.
- ▶ Be responsible for developing a yearly staff training plan and ensuring that it is followed.
- ▶ Hold regular staff meetings and to ensure all staff receive bi-annual reviews.
- ▶ Be responsible for the adherence and enforcement of Prairie Co-op policies, procedures.
- ▶ Ensure self development is planned for and the initiative is taken to improve knowledge, skills or attitude.

**Qualifications:**

- Completion of a recognized estimating program
- Strong leadership & communication skills
- Knowledge of building supplies and hardware products
- Previous Retail Management experience

Submit Application To:

**Prairie Co-operative Ltd.  
Box 1330  
Melville, SK S0A 2P0  
Attn: Chris Paradis, General Manager  
Fax: (306) 728-2875  
Email: [prairiecoop.gm@sasktel.net](mailto:prairiecoop.gm@sasktel.net)**