



Arctic Co-operatives Limited

[Statement on the Co-operative Identity and Seven Principles](#)

Career Opportunity

Title	District Support Advisor
Department/Division	Co-op Operations/Management Support Services
Location	Home Office - 1645 Inkster Blvd, Winnipeg
Other	Permanent, full time

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan,
- career development opportunities,
- annual performance plans,
- and an environment where employees are encouraged, supported and recognized.



Position Summary

The incumbent shall provide support and leadership to local Co-operative boards and management on the efficient operation of their business, market monitor and support Arctic Co-ops programs and services, facilitate the resolution of any potential conflicts between Arctic Co-ops and Co-ops and act as a team leader when assigned projects. This position may also be assigned to complex or weak Co-operatives and may carry out special assignments.

Duties and Responsibilities

- Acts as a representative of Arctic Co-operatives Limited to the Co-operatives to which assigned and acts as a liaison officer between both entities;
- Provides sound management advice and assistance to boards of directors and managers of member Co-operatives and recommends strategies for improvement;
- Ensures management and financial controls are established and maintained in the Co-operatives assigned, reviews monthly financial statements to monitor margins, sales, cash flow, expenses, etc., and makes recommendations when required;
- Attends general meetings of Co-operatives and provides advice on long-term planning, demonstrating the need for retained savings and analysis of financial statements;
- Assist managers, where necessary, with resupply orders, pricing strategies, store set-ups, expansions, insurance needs, inventory, point of sale systems, etc.
- Maintains regular contact with member Co-operatives on actual operations to ensure the ongoing viability of the Co-operative;

- Delivers effective training to management in all aspects of operations and control and provides guidance and assistance with staff development;
- Provides education and training to boards of directors and members with the objective of increasing local operational control and long-term viability;
- Implements, monitors and updates Arctic Co-operatives Limited systems in merchandising, marketing and accounting;
- Assists with the hiring and orientation of Co-operative managers, presents suitable candidates for board approval, travels to community with new managers to complete orientation on-site;
- Facilitates the annual performance review and evaluation of Co-operative managers in conjunction with boards of directors (fiscal year-end); recommends ratings and salary increases within parameters of Arctic Co-operative's salary administration guidelines;
- Complete local responsibility charts;
- Provide strong management support for Co-operatives under management agreement;
- Other duties as assigned.

Qualifications

- A proven background as a business generalist, preferably in a Co-op environment
- A minimum of 5 years in retail management experience, ideally with a Grocery Management and District Management background
- Superior interpersonal and communication skills coupled with excellent leadership abilities
- Solid background in training and development of retail staff
- A commitment and understanding of the Co-operative principles
- Technical competency in the use of POS and Microsoft Software Applications
- Personal commitment to personal development and growth
- **Extensive travel is required of this position - 150 days/year to a specified region of the Arctic, usually minimum 2 weeks at a time**

We'd love for you to join us!

Applications accepted via email to [Human Resources](#) or by fax 204-632-8575

For more information you can visit [our website](#)

or find us on social media (click on icon)

