

A decorative graphic consisting of two parallel lines, one yellow and one blue, that curve upwards from the left and then downwards to the right, ending in arrowheads.

JOB TITLE: Store Manager

LOCATION: Calgary, AB

APPLICATION SUBMISSION DEADLINE: Friday, November 22, 2024

BigSteelBox, Canada's leading provider of portable storage solutions, is looking for an experienced Store Manager for our Calgary Store.

This is a full-time position, Monday through Friday, 8:00 a.m. to 5:00 p.m., starting as soon as possible. The position offers a competitive base salary, an annual incentive scheme, a competitive benefits package, and a company-matching RRSP program that kicks in after three months.

With a network of locations across Canada, BigSteelBox provides moving and storage services to both residential and commercial customers. While this may not be the sexiest industry, we believe we're making a difference by owning our customer's problems and minimizing the stress they experience with moving and storage.

Our values-based culture is one of the things that sets us apart. It supports our drive to deliver an exceptional customer experience. You'll be challenged to live out these values while you serve our customers and lead your local team.

The **Store Manager**, reporting to the Operations Manager, Western Canada, is responsible for overseeing the store's daily operations. Embracing the company's vision of growth and leading/championing the company values and culture, the Store Manager promotes and develops the business within London and the surrounding area. This individual is expected to manage daily store operations, keep administrative records current and accurate, seek out prospective clients, and develop profitable relationships and customer accounts.

We are proud to have been certified as a **Great Place to Work**®! This certification is awarded after a thorough, independent analysis conducted by Great Place to Work Institute® Canada. It's based on direct feedback from employees, provided as part of an extensive and anonymous survey about their workplace experience. At BigSteelBox, you can expect comradery with your co-workers and lots of laughs. Don't you want to come home with a smile on your face at the end of the day?

Working for BigSteelBox can provide a challenging and rewarding career with opportunities for growth, a positive work environment, and the chance to be part of a team that impacts businesses and communities. Visit our [website](#) to learn more about our [core values](#) and what drives our BigSteelBox family. Go ahead and apply. It could be the best decision you'll make today!

THE EXPERIENCE AND QUALIFICATIONS WE ARE LOOKING FOR:

- Minimum Education: Grade 12
- Valid driver's license
- At least 3 years of sales management/operations management/human resources experience required
- Excellent Computer/Communication skills: Phone, Email, Outlook, Word, & Excel required
- Bachelor of Business Admin or Diploma preferred, but not required
- Forklift Certified an asset (or willingness to get certified)

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WHAT YOUR PRIMARY RESPONSIBILITIES WILL BE:

- Recruit, oversee, and mentor employees by providing support, coaching, encouragement, and direction to accomplish organizational goals and strategies
- Coordinate office work, sales, and yard staff to ensure deadlines are met and procedures are followed
- Ensure the business unit's culture is one of mutual respect, collaboration, excellence, and ongoing learning
- Conduct analysis and oversee operations related to budget, contracting, and management processes
- Manage container & accessory inventory
- Oversee and co-ordinate office administrative procedures
- Manage & maintain the office in an orderly & clean manner
- Manage & maintain the yard in an orderly & clean manner
- Manage daily call schedule and client network
- Provide timely follow-up of all phone calls, walk-in & online inquiries
- Review, evaluate and implement new procedures for the company, sales process, and budgeting
- Nurture & develop customer relationships
- Monitor local pricing, assemble data, prepare periodic & special reports, and review monthly income statements
- Remain knowledgeable about company products & services
- Promote & market products to prospective clients
- Design cost-effective, innovative marketing tactics to promote the company
- Demonstrate a positive work ethic, attitude & professional image to all

REQUIRED SKILLS/CORE COMPETENCIES:

- Strategic Thinking - Aligns the internal environment to the overall objectives and strategies of the organization
- Networking and Relationship Building - Networks and build working relationships to respond to current and future needs
- Adaptability & Change Management - Recognizing potential situations and responding with solutions, tactics, or approaches to reduce or eliminate issues
- Business Acumen - Analyzes complex issues to develop approaches or solutions that are considered forward-thinking and best practice
- Communication - Adapts communication to respond to an audience or situational requirements
- Teamwork - Encourages others to participate in team activities, ensures teams are working effectively
- Leadership - Builds on the strengths of the workplace and reduces internal weaknesses through training and development
- Learning & Innovation - Continually learning and always generating ideas for innovative approaches to solve problems and how to create a competitive advantage for the business unit
- Negotiation - Includes organizational needs and initiatives to develop solutions that build momentum
- Drive for Results - Demonstrates a focus on finishing all tasks assigned in a timely manner while taking complete ownership of tasks
- Sales Process – A demonstrated understanding and consistent use within your role

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- Decision Making - Recognizes situations and examines facts to develop clear steps and solid assumptions
 - Analytical Thinking - Evaluates, interprets, and analyses critical, complex information
 - Resource and Risk Management - Ensures that internal teams and groups are aligned with organizational resource and financial limitations
 - Customer Orientation - Ensures that own and direct reports activities focus on meeting customer needs

We thank all applicants in advance, however, only those selected for an interview will be contacted.