



Job Opportunity: Abstentions Manager

Job Title: RRRA Abstentions Manager

Location: Abstentions – Residence Commons

Term: August 23, 2017 – April 30, 2018

Reports to: The RRRA Executive

Position Description:

The Abstentions Manager is responsible for organizing and coordinating Abstentions operations and procedures to ensure organizational effectiveness and efficiency. The Abstentions Manager submits orders to suppliers. The Manager will also lead, train, and schedule abstentions staff.

Responsibilities:

- Report to, and perform duties as directed by the RRRA Executive and the Operations Manager
- Contribute to monthly meetings with senior staff and executives
- Manage employee performance, provide constructive feedback and deliver employee work schedules
- Complete reconciliation forms and process store deposits, and make weekly deposits to the bank
- Ensure store shelves are well stocked, inventory is managed in an efficient manner and work with suppliers to take advantage of promotional pricing
- Update POS with new items
- The Abstentions Manager is the first point of contact for Abstentions Staff in case of emergencies

Compensation:

Bi-weekly salary of \$560.00 CAD

If you are interested in applying for this position, please send your resume and a short cover letter to the following Executive member by Wednesday, August 16, 2017 at 11:59 p.m.:

RRRA Executives, hiringboard@rrra.ca