



JOB TITLE: Assistant Store Manager
LOCATION: Port Coquitlam / Langley Assistant Store Manager
APPLICATION SUBMISSION DEADLINE: open until filled

BigSteelBox - Canada's leading provider of portable storage solutions is looking for an Assistant Store Manager responsible for our Port Coquitlam and Langley stores.

Have you ever wanted to work for a company that felt like it was a family? That's the type of culture you can expect at BigSteelBox. "We love our family" is one of our six core values as an organization, and this means you'll be supported on every step of your journey with us.

Our values-based culture is one of the things that sets us apart, and 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.

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 customers problems and minimizing the stress they experience with moving and storage.

Getting jazzed about helping people out is something that fuels our team,...

This is a full-time position Monday to Friday, 8:00 am – 5:00 pm starting as soon as possible. The position offers a competitive base salary, annual incentive scheme, a competitive benefits package and company matching RRSP program that kicks in after 3 months.

The **Assistant Store Manager** position will be based out of our Port Coquitlam terminal location, reporting to the Store Manager. The primary focus will be to lead the terminal store and assist with additional tasks in our Langley store as needed. Embracing the company's vision of growth, leading/championing the company Values and Company Culture the Assistant Store Manager is responsible for the promotion and development of the business within Lower Mainland and the surrounding area. Alongside the Store Manager, this individual is expected to help manage daily store operations, ensure that administrative records are kept current and accurate, seek out prospective clients, develop profitable relationships & customer accounts.

BigSteelBox has its head office in Kelowna, BC and has 22 full-service locations across Canada.

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 in order to accomplish organizational goals and strategies
- Coordinate work of office, sales, and yard staff to ensure deadlines are met and procedures are followed.
- Ensure there is a culture of mutual respect, collaboration, excellence and ongoing learning within the business unit.
- 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 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 builds 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 audience or situational requirements
- Teamwork - Encourages others to participating 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 in order 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.
- Decision Making - Recognizes situations and examines facts in order 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.



HOW TO APPLY

Please go to the BigSteelBox website at: <http://www.bigsteelbox.com/careers/>. Click the "Apply Now" button next to this job posting and attach your cover letter and resume as one document. We thank all applicants in advance, however, only those selected for an interview will be contacted.