

## JOB DESCRIPTION

### **MANAGER, SUBtext**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Coordinates SUBtext operations.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports and is responsible to the General Manager.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### **DUTIES:**

1. Provide day-to-day supervision of SUBtext employees and work study students.
2. Assist the General Manager with hiring.
3. Train and evaluate employees and maintain training manuals.
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5. Source and launch new product lines to diversify revenue.
6. Order and maintain stock and perform monthly inventory and other counts.
7. Complete financial and administrative tasks.
8. Notify the General Manager of any reasonable breaches to policies and/or procedures.
9. Develop the budget of the operation within the parameters established by the General Manager.
10. Review monthly financial statements and create, maintain, and reconcile the annual budget. Adhere to all policies and procedures of the UVSS and the Collective Agreement.
11. Create employee schedules and find replacements as needed. .Design and implement advertising and promotions in store, and on social media.
12. Maintain existing supplier accounts, and obtain new products and suppliers.
13. Other related duties as assigned by the General Manager.

#### **QUALIFICATIONS:**

##### **Required:**

1. Minimum two years' work experience in a bookstore, with consignment, and/or in a leadership role at a small business.
2. Minimum two years' experience in retail sales.
3. Minimum two years' experience supervising staff.
4. Ability to work independently and as part of a team.
5. Demonstrated experience with creative merchandising, and in-store and online promotions.
6. Minimum two years' experience in budgeting and financial management.
7. Experience with computer word-processing, spreadsheets, and database systems.
8. Commitment to a high standard of customer service.
9. Ability to be flexible under stress and in dealing with difficult people.
10. Demonstrated experience in adapting to and implementing change.

Preferred:

1. Experience managing organizational social media accounts.

This is a permanent job filled by a full-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.