



Employment Opportunity: Assistant Store Manager

Who We Are

Hi! We're **Coast Builders**, a full-service home and garden building centre made up of people who love to live on the Sunshine Coast. Our work spans contractor services, a robust merchandising program with in-store and online products that evolve with the seasons, and kitchens & appliances featuring trusted global brands.

Coast Builders operates under the RONA banner, with locations in Sechelt, and Madeira Park. We pride ourselves on delivering a comprehensive Coast Builders experience to the residents who live, work, and play on the Sunshine Coast.

We are currently seeking a **Full-Time Assistant Store Manager** for our Sechelt location.

The Opportunity

Reporting to the Store Manager, the Assistant Store Manager is the “second-in-command” and a key leadership role within the store. This position is considered the final career progression step toward becoming a Store Manager.

The Assistant Store Manager is responsible for leading department staff, driving sales performance, managing wage expenses, merchandising to maximize promotional impact, overseeing operational excellence, and supporting local marketing initiatives. In the absence of the Store Manager, you will assume full leadership responsibility for the store.

Key Responsibilities

Leadership & Team Development

- Establish clear performance standards and expectations.
- Provide coaching, feedback, and development to maximize team potential.
- Address performance concerns and take corrective action when required.
- Promote accountability, responsibility, and collaboration across all team members and departments.



Financial & Wage Management

- Provide input into annual operational budgets.
- Allocate and schedule coverage within provided wage and hours budget
- Approve staffing requests and ensure labour costs align with budget targets.
- Partner with the store manager and all departments to meet all the financial goals of the business.

Sales Growth & Community Engagement

- Merchandise to maximize flyer promotions and end cap performance.
- Develop and implement local marketing initiatives (community sponsorships, advertising, events).
- Strengthen Coast Builders' positive community image across the Sunshine Coast.

Operational Excellence

- Ensure all staff and departments function cohesively as a unified team.
- Communicate and implement operational policy changes, and ensure compliance.
- Maintain the integrity of the inventory management system including cycle counts and negative on hands.
- Monitor inventory adjustments and override at the POS system.

Customer Experience

- Resolve complex customer concerns outside of the scope of the sales staff.
- Recommend system and procedural improvements to enhance service and efficiency.

Health & Safety

- Ensure compliance with health and safety legislation.
- Conduct regular workplace inspections and to participate in monthly safety meetings to maintain a safe working environmentt.

Acting Store Manager

- Assume Store Manager duties during absences.
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We're looking for a leader who:

- Looking for retail or home improvement industry experience
 - Understands the local market and customer base and can translate that knowledge into sales growth.
 - Delivers results based on business targets.
 - Is passionate about coaching and staff development.
 - Demonstrates strong analytical and problem-solving skills.
 - Can develop and monitor business plans and allocate resources effectively.
 - Sets clear performance standards and holds teams accountable.
 - Works with urgency and prioritizes effectively in a fast-paced environment.
 - Is knowledgeable in health and safety legislation.
 - Performs well under pressure and handles difficult customer situations professionally.
 - Has strong attention to detail and operational focus.
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Benefits

- Medical & Dental
 - Life Insurance
 - Employee Assistance Program (EAP)
 - Store Discount
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How to Apply?

Please email your resume and cover letter to office1@coastbuilding.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.