



Northern Peninsula Area Regional Council

Employment opportunity

Manager, Injinoo Service Station

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking an experienced **Injinoo Service Station Manager**, to join the Community and Regulatory Services. Please note this opportunity is open to internal NPARC Staff.

The Manager manages the Service Station and Jardine Ferry shop and is responsible for training and motivating its staff and providing excellent quality products and services to the NPA communities and visitors, cost effectively and on a consistent and reliable basis.

In this role you will have the opportunity to:

Injinoo Service Station

- Manage the service station selling fuel and a limited range of commodities, mainly grocery lines and car products, and the ATM
- Order and control stock
- Supervise and manage employees, including keeping timecards, preparing rosters
- Manage stocktakes, cash reconciliation, banking and record keeping
- Adjust pricing to reflect profitability requirements
- Monitor sales trends and adjust practices to ensure business growth
- Undertake manual handling tasks such as moving stock when necessary
- Assist in other enterprises ventures as required
- Other duties as required.

Jardine Shop

- Manage the Jardine Ferry Shop selling a limited range of commodities, mainly grocery lines and car products, and souvenir items
- Order and control stock

- Manage stocktakes, cash reconciliation, banking and record keeping
- Adjust pricing to reflect profitability requirements
- Monitor sales trends and adjust practices to ensure business growth

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

In return for your valued contribution, you will be rewarded with:

- 3 Year Term Contract
- \$110,685-\$113,636 per annum, plus superannuation
- 38 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential

1. Extensive experience and knowledge in the service station industry, or in management of a mixed business
2. Experience and demonstrated skills in staff management in the retail context
3. Demonstrated skills in stock ordering and control
4. Experience in dealing with suppliers and creditors from a remote area
5. Ability to organise staff activities, prepare rosters and prepare/check store employee time records
6. Computer skills, including word, excel, and preferably skills in use of PT POS & Profit Track
7. Understanding of relevant employment and industrial relations issues
8. Understanding of the practical application of WH&S requirements
9. Understanding of local indigenous issues

Desirable

10. Current Driver's License
11. Capacity to obtain a First Aid certificate if required
12. Capacity to obtain "Dangerous Goods" handling certificate
13. Fit and able to move stock in accordance with approved manual handling procedures

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486612 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Monday 17th February 2025 @ 5:00pm