

## **JOB POSTING**

### **Full-time, Permanent: QEH Auxiliary General Manager of Shops, Queen Elizabeth Hospital, Charlottetown**

Come work with us! We're a volunteer organization at the QEH in Charlottetown and we run the three shops in the front lobby – Royal Pantry Eatery, Lillibet's Gift Shop and Auxiliary Coffee Shop. You would be working with a great team of volunteers and helping to raise funds to support our mission.

#### **What You'll Do:**

- Ensure all three shops operate smoothly, look buyer friendly and meet customer needs (patients, visitors, and staff).
- Develop and maintain automated inventory records and control stock levels to minimize waste and loss.
- Coordinate buying, attend trade shows for inventory selection in an automated inventory control environment.
- Supervise Auxiliary staff in all three shops.
- Monitor daily sales, deposits, and financial transactions for accuracy.
- Prepare sales reports, budget preparation and cost control for approval.
- Be responsible for key staffing positions of all shops, including hiring, payroll management, supervision, and human resource management.
- Assist in budget preparation and review monthly statements in a computerized financial package, such as Sage.
- Promote a service culture consistent with the Auxiliary's values and mission.

#### **Who You Are:**

- Business Degree (or diploma) graduate (or equivalent)
- Friendly, outgoing, flexible and helpful to all
- A team player in a fast-paced busy environment
- Experience working in retail management or volunteer management
- Comfortable working in MS Office (Excel) and Accounting Software.
- Experience in a computerized inventory system and can lead us into same
- Someone who has been a volunteer or experience working in a non-profit
- Experience in a leadership role with staff responsibilities
- Comfortable reporting to a Committee/Board

#### **What We Offer:**

- Permanent, full-time employment (6 months' probation)
- An attractive benefits package including health, medical, dental & pension
- A whole team of volunteers to surround you and help achieve great things
- An opportunity to lead the retail shops operated by the QEH Auxiliary

**To Apply:**

- Please send a copy of your resume,
- A convincing introduction letter as to why you would be the best candidate, including two references to:
  - [gehauxiliaryjobs@gmail.com](mailto:gehauxiliaryjobs@gmail.com)
  - Attention: General Manager of Shops
- Before midnight December 12, 2025