

Gas station manager

Westlock Tempo Tags

Job ID

39876

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LOCATION	DATE POSTED	EXPIRY DATE	
10208 104 Ave., Westlock, AB, AB Alberta	28-04-2026	25-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$41.35 per hour / 30 to 40 hours per week, Medical Plan	3 years to less than 5 years	College/CEGEP

Job Details

Wage : \$41.35 hourly / 30 to 40 hours per week

Benefit : Medical Plan

Job duties

1. Oversee Day-to-day operations of the gas station, including fuel dispensing, convenience store activities, and ensuring all tasks are completed efficiently and on time ;
2. Deliver outstanding customer service by addressing customer needs, resolving complaints promptly, and training staff on friendly service standards, while ensuring the gas station interior, exterior, fuel pumps, and equipment remain clean, organized, safe, and well-maintained at all times ;
3. Monitor fuel levels and merchandise inventory, place orders, receive deliveries, perform stock counts, and ensure adequate stock without overstocking ;
4. Monitor sales, control costs, manage budgets, handle cash and deposits, reduce shrinkage/loss, and work toward meeting or exceeding financial and sales targets ;
5. Set competitive fuel prices, implement promotions, analyze sales trends, and take actions to increase revenue and profitability ;
6. Negotiate with suppliers, manage deliveries, maintain good vendor relationships, and ensure timely receipt of fuel and merchandise ;
7. Prepare reports for upper management or owners, track key performance metrics, set fuel prices according to market conditions, and handle administrative tasks like new hire reporting ;
8. Implement strategies to increase sales, promote specials, use suggestive selling techniques, and monitor competitors to stay competitive ;
9. Hire, train, schedule, supervise, mentor, evaluate, and discipline employees. Ensure proper staffing levels and maintain high team performance;
10. Implement and enforce all safety protocols for fuel handling, emergency procedures, and environmental regulations. Ensure full compliance with local, provincial/state, and federal laws (including age-restricted sales, fuel storage, and health codes) ;

Terms of employment : Permanent, Full time

Work location : 10208 104 Ave. Westlock, AB T7P 2H6

Requirements

- Education : A college-level diploma/certificate or equivalent experience in business administration, retail management, hospitality management, or a related field is required due to the managerial, inventory, financial, and staff supervision responsibilities of the position
- Experience : 3 years to less than 5 years of work experience

Language : English

How to apply

- by Email : westlock153@gmail.com
- By Mail: 10208 104 Ave. Westlock, AB T7P 2H6

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