Assistant Market Manager
Build Your Career. Embrace Coastal Living.
Huu-ay-aht Group of Businesses (HGB)

Location: Bamfield, British Columbia
Salary: $65,000–$72,000 annually and extended health benefits and pension plan, subject to plan eligibility and enrollment requirements.
Accommodation: Employer-provided staff accommodation at no rental cost (taxable benefit)

An Exceptional Career Opportunity on Vancouver Island's West Coast
Imagine living and working in a spectacular coastal community where the Pacific Ocean, lush rainforests and rugged West Coast scenery are part of everyday life.

Huu-ay-aht Group of Businesses is seeking an enthusiastic, customer-focused and hands-on **Assistant Market Manager** to help lead the Huu-ay-aht Market & Café in beautiful Bamfield, British Columbia.

This is more than a management opportunity. It is a chance to become part of a close-knit coastal community, enjoy an extraordinary natural environment and contribute to a business that plays an important role in the lives of local residents and visitors.

With a competitive salary, extended health benefits, a pension plan, and employer-provided staff accommodation at no rental cost, this opportunity offers an attractive compensation package and a rewarding coastal lifestyle.

About Huu-ay-aht Group of Businesses
Huu-ay-aht Group of Businesses (HGB) is the business arm of Huu-ay-aht First Nations, operating a diverse portfolio of businesses that support economic development, employment and long-term prosperity. Guided by Huu-ay-aht values and Sacred Principles, HGB is committed to building successful, sustainable businesses while creating meaningful opportunities for employees and contributing to the communities in which we operate.

Discover Life in Bamfield
Nestled along the shores of Barkley Sound on Vancouver Island's spectacular West Coast, Bamfield is known for its breathtaking natural beauty, relaxed atmosphere and distinctive small-community charm.

Surrounded by ancient rainforests, beautiful beaches, sheltered inlets and the open Pacific Ocean, Bamfield offers a lifestyle where nature is always close at hand.

The temperate coastal climate brings generally mild winters, comfortable summers, abundant rainfall and the dramatic beauty of West Coast storms. Whether you enjoy hiking, kayaking, fishing, beachcombing, wildlife watching or simply appreciating the ocean views, Bamfield offers countless opportunities to connect with nature.

But what makes Bamfield especially appealing is its community. This is a place where neighbours know one another, community connections matter and local businesses are an important part of daily life. For someone seeking an alternative to the pace of urban living, Bamfield offers the opportunity to embrace a quieter coastal lifestyle while becoming part of a welcoming community.

About the Position

Reporting to the Market Manager, the Assistant Market Manager plays a key leadership role in the daily operations of the Huu-ay-aht Market & Café, including retail sales, food service, liquor agency operations, customer service, inventory management and employee supervision.

This is a hands-on leadership position for someone who enjoys working alongside employees, supporting a team and delivering exceptional customer service.

The successful candidate will help ensure the Market & Café operates safely, efficiently and professionally while providing a welcoming experience for residents and visitors alike. The Assistant Market Manager also assumes operational responsibility for the Market when the Market Manager is absent.

Key Responsibilities

Operations and Customer Service

- Support daily retail, food service and liquor agency operations.
- Maintain excellent customer service, cleanliness and operational standards.
- Help create a welcoming environment for residents and visitors.
- Assist with opening and closing procedures and daily operational coordination.

Leadership and Team Development

- Supervise, coach and support Market and Café employees.
- Assist with employee recruitment, scheduling, onboarding and training.
- Foster a positive, respectful and collaborative workplace.
- Support employee development and operational performance.

Inventory and Merchandising

- Assist with inventory management, purchasing and merchandising.
- Monitor stock levels, product rotation and presentation.
- Support receiving, ordering and inventory control activities.
- Help minimize waste, spoilage and inventory losses.

Financial and Administrative Support

- Support cash handling, reconciliation and operational reporting.
- Assist with maintaining accurate records and financial controls.
- Monitor staffing requirements and operational efficiency.

Facility, Health and Safety

- Support workplace health and safety programs.
- Ensure compliance with food safety, liquor licensing and organizational requirements.
- Conduct routine facility inspections and identify maintenance needs.
- Coordinate minor corrective actions within delegated authority.

What We're Looking For

We are seeking someone with strong practical experience, a positive leadership style and a genuine interest in living and working in a small coastal community.

Qualifications and Experience

- Minimum three years of progressively responsible experience in retail, food service, hospitality, tourism or customer service operations.
- Previous supervisory or leadership experience preferred.
- Experience with inventory management, merchandising, cash handling and point-of-sale systems.
- Strong communication, customer service and problem-solving skills.
- Ability to work independently and collaboratively.
- Proficiency with Microsoft Office applications.
- Valid Class 5 Driver's Licence.
- Food Safe and Serving It Right certifications.

Experience working with Indigenous organizations, tourism operations or remote communities is considered an asset.

The successful candidate must be willing to reside in Bamfield and work flexible hours, including evenings, weekends, holidays and peak tourism periods.

Why Join HGB?

- **Competitive salary:** $65,000–$72,000 annually.
- **Employer-provided accommodation:** Staff accommodation in Bamfield is available at no rental cost. Accommodation is expected to be a private suite within an HGB-operated motel. This is a taxable employment benefit, and accommodation conditions will be established through a separate written agreement.
- **Career development:** Opportunities to build leadership and operational management experience.
- **Meaningful work:** Contribute to a business that serves the Bamfield community and its visitors.
- **Supportive workplace:** Join a collaborative team committed to service excellence and positive working relationships.
- **Exceptional lifestyle:** Enjoy the natural beauty, coastal climate and community charm of Vancouver Island's West Coast.

Our Values

Huu-ay-aht Group of Businesses is guided by the Huu-ay-aht Sacred Principles:

- **ʔiisaak** – Greater Respect
- **ʔuuʔałuk** – Taking Care Of
- **Hišuk ma c̓awak** – Everything is One

We are looking for someone who will demonstrate these principles through respectful leadership, positive relationships and a commitment to the community.

Ready for a New Chapter?

If you are an experienced retail or hospitality professional looking to advance your career while enjoying a distinctive West Coast lifestyle, we would love to hear from you.

How to Apply

Please submit your resume and cover letter outlining your qualifications and interest in the position to:

hradvisor@huuayaht.com

Applications will be accepted until the position is filled.