

# THE truffles GROUP

CREATING GENUINE, ELEVATED GUEST AND TEAM EXPERIENCES

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## **Job Description: President**

**About us:** Locally owned and operated, The Truffles Group has been advancing Vancouver Island's tourism and retail sectors for over 35 years. During this time, we have grown from one employee to over 250, and from one brand to four! Our group of companies includes Cascadia Liquor, Flight Cannabis Co., Heritage Quay Developments, and Victoria Butterfly Gardens.

### **Job Purpose**

The President is responsible for enhancing organizational culture and executing the company's strategic goals and operational plans while maintaining profitability and sustainable growth. The President communicates the company's vision, mission and values through strong, positive relationships with executives, manager and employee. Specifically, the President ensures the company's finance, operations, marketing, human resources, technology, policy and process strategies are effectively implemented day-to-day across all divisions of the company. The President reports to both the Founder and CEO, leading the work of senior leaders; and maintaining and reinforcing the core values of the company's culture.

**Compensation:** Salary range of \$200,000 - \$225,000 per year.

### **Key Responsibilities**

- Implements the organization's overall strategic direction and establishes plans, including Key Performance Indicators (KPI's) to measure outcomes and success, and provide guiding principles for the businesses working through the senior leadership team.
- Provides clear, respectful and caring communication to management, ensuring the continued growth, development and management of a professional and efficient organization.
- Ensures effective decision-making processes and accountabilities enabling the company to achieve both short- and long-term goals and objectives.
- Demonstrates strong and visible leadership across all operations by regularly visiting stores and facilities to build rapport with team members, model service standards, and ensure effective communication.
- Delivers the highest standards for quality products and services, building the company brands and reputation for leadership, while managing for current and sustainable growth.
- Manages and monitors the budgets and analyzes financial results ensuring sound financial controls; sets financial priorities to ensure the organization is operating in a manner that supports the needs of the company, guests and employees, utilizing sound risk management practices and meeting all regulatory requirements.
- Drives the culture of the business, reinforcing core values and key focuses through an

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efficient organizational structure, ensuring sound employment guidelines, talent recruitment, planning and development, labour allocation and productivity goals.

- Facilitates cross-departmental collaboration and strengthens internal communications with staff throughout the organization; creates and promotes a positive, inclusive work environment.
- Ensure dynamic product assortments, effective inventory and labour management, high standards of presentation and impactful merchandising, to achieve and exceed profit margins across all operations.
- Executes comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance and drive revenue from every company within the group.
- Oversees IT/IS systems within the organization, ensuring a secure infrastructure and effective systems to support business operations, improve efficiency and productivity while mitigating any associated risks.
- Understands the competitive landscape and stays up to date on economic and industry trends to maintain market leadership for all operations.
- Ensures adherence to all company policies and procedures, as well as legal and safety standards.
- Partners with the Founder and CEO to support in the development of organization growth opportunities by understanding economic trends, the competitive landscape, market opportunities; and analyzing operational results.
- Cultivates strong, productive business relationships within the community and business partners, building engagement and supporting operational initiatives for the company.
- Updates job knowledge by remaining aware of new operational and leadership processes, government regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations, maintaining strong community and business relations.

## **Required Education, Skills, and Qualifications**

- Bachelor of Commerce, Business or other related discipline is preferred
- A minimum of 10 years of senior leadership experience in retail and/or hospitality businesses/sectors required
- Experience managing and building effective teams with demonstrated leadership skills that motivate and inspire, while delivering a culture of accountability and ownership
- Experience working with multiple brands in a fast-paced, dynamic environments
- Strong organizational skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office 365
- Proven track record of achievement and professionalism
- Ability to develop strong relationships and manage multiple stakeholders needs

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**Position Details:** Full-time, permanent on-site position. Our beautiful office is in Vic West, conveniently located close to Galloping Goose. Working hours will generally occur from Monday to Friday, 40 hours per week. The hours of work may vary and may be irregular and will be those hours necessary to meet the requirements of the job. Utilizing personal vehicle for business purposes and travel will be required.

**Benefits:** We offer 100% employer paid extended health & dental, management bonus program, RRSP matching, health and wellness, professional development tuition, donation matching and more!

### **Disclaimer Clause**

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There is no exhaustive list of all duties and responsibilities, knowledge, skills, abilities, physical job demands and working conditions associated with this position.