



Our client **Coral Fuels**, exclusive Licensee of **Shell** trademark for North Macedonia, is starting its activities on the market of North Macedonia. For its first petrol station, Coral Fuels is looking for a qualified and motivated candidate at the position of:

SITE MANAGER

Location of the petrol station: vicinity of Gevgelija, 15 km from the Greek border

Number of site staff: 8-12 employees

Duties and responsibilities

- Responsible for the overall operation of the petrol station and the management of the employees working at the station, so as to optimize sales and achieve the monthly plans;
- To ensure that all processes, procedures and regulations regarding the operation of the petrol station are in place and followed, including work arrangements;
- To ensure that all customers are Treated Like Guests (quickly, effectively and politely)
- Responsible for dry and non-dry stock, including sales of fuel and non-fuel products, including the operation of the mini-market;
- Efficient and on time reporting;
- To ensure that all site facilities (forecourt, pump area, shop and toilets) are clean at all times;
- To keep the required documentation of all requested records (i.e accounting) as per Coral Fuels internal procedures;
- To ensure compliance with health and safety regulations and to participate in the Health and Safety Meetings as the Health and Safety Representative of the station;

Job Requirements

- Prior experience in a retail environment is essential; A minimum of 5 years' experience working in a managerial role is required in the retail industry;
- Experience in managing people essential;
- Experience in a petrol station could be considered as an advantage;
- University degree is preferred;
- Fluency in English language is a must, knowledge of Greek is preferable;
- Good working knowledge of Microsoft Office Suite;
- Good communication and organizational skills;
- Leadership skills, ability to guide, train and develop people;
- Customer focus, strong drive for results;
- Self-starter, a person who wants to take responsibility;
- Fast learner, high potential and motivation to develop further.

Offer

The company offers opportunities for a long-term development and career progress within an international environment. The compensation package is competitive to the market.

If you are motivated and meet the requirements, please send your CV in English language to jobs@esc.com.mk. Application deadline: 27/05/ 2020. In the subject line of your e-mail please refer to the job title **Site Manager**. All applications will be proceeded in strict confidentiality. Only short-listed candidates will be contacted for further interviews.