



A North Atlantic and Petro-Canada  
Limited Partnership

**Job Title: Retail Analyst**

**ABOUT NORTH SUN ENERGY**

North Sun Energy is a strategic partnership between North Atlantic and Suncor for operation and growth of the retail networks in Nova Scotia, Prince Edward Island (PEI), and Newfoundland and Labrador through the North Atlantic and Petro-Canada brands.

**For more information about North Atlantic, please visit [www.northatlantic.ca](http://www.northatlantic.ca)**

**Retail Analyst**

This position reports directly to the CFO and will work closely with the COO and Territory Managers to establish standards and KPI's for the retail network. The primary focus of the Retail Analyst will be to manage inventory, review margins and oversee the P&L for the company-controlled locations. This will be accomplished by reviewing existing programs, exploring new opportunities, and developing strategies to improve operations.

**Duties and Responsibilities:**

- Responsible for the inventory at our company-controlled locations
  - Organize quarterly inventory counts
  - Organize cycle counts
  - Develop standards for shrink
  - Determine optimal inventory levels for sales
  - Develop robust purchasing and receiving processes
- Responsible for reporting on product margin
  - Develop margin expectations per item, sub-department and department
  - Compare margins across the network looking for best in class and missed opportunities
  - Analyze shrink and its impact on margins
- Using industry/vendor data, ensure sites have top selling items as part of the merchandising mix
- Working with the Category Manager and Merchandising Manager, use margin and sales data to make decisions on programs, planograms and merchandising mix
- Work with POS support team to ensure appropriate price changes are made in the system
- Prepare a P & L per site for management review
- Prepare forms for annual royalty reconciliation process and review information submitted by franchisees
- Review all fees and commissions and ensure the correct amounts are being applied
- Other duties as required



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**Qualifications:**

- Business degree, certificate, or equivalent work experience
- A minimum of two years' experience in a similar role in a related retail environment
- Strong computer skills with proficiency in Microsoft Office. Proficiency in retail management software is an asset
- Must be organized and detail oriented
- Excellent organizational, interpersonal, and communication skill
- Interaction with managers and franchisees
- Operation of desktop computer and peripherals
- Occasional overtime
- Must be able to lift 10-20 lb boxes

**TRAVEL**

- Limited travel to retail sites is required

North Sun Energy is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

We offer a competitive compensation and benefits package which include Health and Dental, Wellness Program • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan with employer contribution • Employee and Family Assistance Program • Free on-site parking • Employee engagement activities

(\*benefits vary based on employment status)

If you are a highly motivated team player, have the qualifications, and are prepared to meet the challenges as outlined, apply by submitting your resume and cover letter to [careers@northatlantic.ca](mailto:careers@northatlantic.ca).