

Grocery Category Manager

As a Grocery Category Manager, you help bring our Co-op's values to life on the shelves. You ensure our product selection reflects our commitment to local suppliers, sustainable products, and fair, competitive pricing. You balance community needs, financial stewardship, and the Co-op's mission to make products accessible to all. This is a full-time position, and may include evenings, holidays + weekends.

Key Responsibilities

Category Strategy + Analysis

- Develop, implement, and maintain category management strategies aligned with the Co-op's mission, values, and financial goals.
- Responsible for curating a product mix that meets Co-op buying guidelines and ensures a balanced assortment of products for a diverse membership.
- Evaluate grocery categories and retail space utilization; conduct market research to identify trends, customer preferences, and competitive pricing.

Data Analysis & Reporting

- Analyze sales data and KPIs to measure category/department performance and inform future strategies.
- Monitor buying activities to ensure optimal product volumes and alignment with consumer trends.
- Prepare and present performance reports to senior management; identify opportunities for continuous improvement.
- Collaborate with Store and Grocery Managers to achieve sales and profitability goals.

Vendor + Supplier Management

- Build and maintain strong relationships with local, regional, and national suppliers.
- Negotiate pricing, terms, and delivery schedules to maximize value and product availability.
- Coordinate with purchasing teams for seamless procurement and timely deliveries.

Pricing & Promotions

- Establish competitive, fair pricing strategies that support accessibility and affordability.
- Design and execute promotional campaigns with Marketing; analyze results and adjust for effectiveness.
- Ensure accurate POS pricing, signage, and shelf tags.

Inventory + Merchandising

- Monitor inventory levels to minimize waste and out-of-stocks; develop forecasts for seasonal and special event demand.
- Implement effective merchandising strategies to highlight member savings and promotions.
- Collaborate with revenue departments to optimize merchandising and shelf space.
- Ensure effective product placement using planograms and visual displays.

Team Leadership + Collaboration

- Work closely with Grocery Manager and buyers for efficient management of purchasing, sales promotions, merchandising and inventory.
- Provide training and support to staff on category-specific products and promotions.
- Ensure consistent, effective department signage and foster a collaborative, inclusive team environment.

Administration + Customer Service

- Deliver excellent customer service and respond to inquiries.
- Document and update category management processes and procedures; collaborate on policy development and rollout.
- Communicate issues to management promptly; participate in Manager on Duty schedule and fill in as needed.
- Adhere to staff guidelines, policies, and expectations.
- Ensure compliance with all internal and external health and safety regulations, employee policies and procedures. Actively monitor and support staff to uphold these standards.
- Other duties as required.

Skills and Qualifications

Required:

- Minimum 3 years' experience in category management or retail buying.
- Strong leadership and communication skills.
- Ability to analyze data and make strategic decisions.
- Effective problem solving and adaptability in a fast paced environment.
- Proficiency in MS Office and POS systems.

Preferred:

- Experience in a Co-op or natural foods retail environment.
- Advanced knowledge of inventory, category management and pricing strategies.

WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

Rate: \$55,000- \$75,000/year

We welcome candidates from entry level to senior level, with salary aligned to experience and qualifications.

This position is for 32-40 hours per week.