

# Retail Store Supervisor

1000428835 ONTARIO INC O/A Circle K

Job ID  
**39426**

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|                                          |                  |                             |                                                |
|------------------------------------------|------------------|-----------------------------|------------------------------------------------|
| LOCATION                                 | DATE POSTED      | EXPIRY DATE                 |                                                |
| 422 Huron Street, Stratford, ON  Ontario | 18-03-2026       | 14-09-2026                  |                                                |
| TYPE OF JOB                              | SALARY           | MIN. EXPERIENCE             | MIN. EDUCATION                                 |
| Full Time                                | CAD \$23.00/hour | 1 year to less than 2 years | Secondary (high) school graduation certificate |

## Job Details

The Retail Store Supervisor will be responsible for the overall operation of the gas station as well as the sale of fuel /automotive products and convenience store merchandise.

The key duties are as follows:

- Supervise and coordinate sales staff and cashiers
- Assign sales workers to duties and prepare work schedules
- Authorize payments and the return of merchandise
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Maintain specified inventory and order merchandise
- Prepare reports regarding sales volumes, merchandising and personnel matters
- Hire and train or arrange for the training of new sales staff and monitor and report on performance
- Ensure the visual standards and image of the store are maintained, such as store displays, signage and cleanliness
- May perform the same duties as workers supervised
- May perform key holding and managerial duties if required, such as opening and closing the store, managing escalated complaints, developing and implementing marketing strategies, and signing for deliveries.
- Supervise daily store operations to ensure efficient service and smooth workflow.
- Monitor inventory levels and assist with ordering and receiving products.

## Job Description

- REQUIREMENTS:
- Must possess exceptional negotiation, judgment, decision-making, problem-solving, communication, and listening skills.
  - Must consistently demonstrate punctuality and be available to work flexible shifts, including days, afternoons, nights, weekends, and holidays.
  - Must exhibit a strong commitment to ethics, integrity, accountability, and dependability in a collaborative teamwork environment.
  - Must be adept at multitasking and capable of thriving in a friendly team setting with minimal supervision.
  - Must excel in high-pressure environments and have the ability to supervise a team.
  - Must be able to provide reference
  - Must have the ability to lift and bend, with a maximum weight limit of 50 lb.

- Preferred qualifications include customer service and/or retail experience.
- Education : Secondary School
- Experience :1 year to less than 2 years

#### What We Offer

- Competitive pay: \$23.00 per hour

#### Job Details

- Job Type: Full-time
- Location: Stratford Ontario

#### How to Apply

Interested candidates are invited to submit:

- Resume
- Brief cover letter outlining relevant experience

? Email: [CircleKStratford@outlook.com](mailto:CircleKStratford@outlook.com)

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