# Shop Manager

Edson golf Club

Job ID
**39733**

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| LOCATION | DATE POSTED | EXPIRY DATE |
|---|---|---|
| 3905 B, Edson, AB\| Alberta | 17-04-2026 | 13-04-2027 |

| TYPE OF JOB | SALARY | MIN. EXPERIENCE | MIN. EDUCATION |
|---|---|---|---|
| Full Time | CAD $ 41.35/ hour | 2 years to less than 3 years | Secondary (high) school graduation certificate |

## Job Details

Shop Manager

Company: Edson golf Club

Location: 3905BEdson, AB T7E 3E2

Salary: $41.35 / hour

Benefits: Free parking available, On-site recreation and activities

Vacancies: 1 vacancy

Terms of employment: Permanent employment, Full time 30 to 40 hours / week, Evening, Flexible hours, On call, Day, Weekend

Start date: As soon as possible

Job requirements

Languages

English

Education

Secondary (high) school graduation certificate

Experience

2 years to less than 3 years

On site

Work must be completed at the physical location. There is no option to work remotely.

## Job Description

Tasks

Direct and control daily operations

Evaluate daily operations

Plan and organize daily operations

Manage staff and assign duties

Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales
Determine merchandise and services to be sold
Locate, select and procure merchandise for resale
Develop and implement marketing strategies
Plan budgets and monitor revenues and expenses
Determine staffing requirements
Resolve issues that may arise, including customer requests, complaints and supply shortages
Oversee payroll administration
Supervise office and volunteer staff

Personal suitability: Adaptability, Efficiency, Energetic, Proactive, Excellent oral communication, Organized, Team player

How to apply

By email
egcadmin@telus.net

What you must include in your application:
Answers to the following screening questions:
Are you willing to relocate for this position?
Do you have experience working in this field?
Do you meet the language requirements listed in the job posting?

What might be required by the employer later in the hiring process:
References attesting experience

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