

Retail Manager

Rose Jewellery-B

Job ID

39959

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LOCATION	DATE POSTED	EXPIRY DATE	
7681 Willingdon, Burnaby, BC British Columbia	01-05-2026	28-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28.85	1 year to less than 2 years	Bachelor's degree

Job Details

Terms of Employment: Permanent, Full-Time

Hours of Work: 30 to 40 hours per week

Wage: \$28.00 to \$35.00 per hour (depending on experience)

Overtime: As per British Columbia Employment Standards

Start Date: As soon as possible

Work Location: [Full Street Address, City, British Columbia, Postal Code], Canada

EMPLOYER INFORMATION

[Employer Name] is a retail jewellery business committed to offering quality jewellery products and exceptional customer service in a welcoming and inclusive environment. We encourage applications from Indigenous persons, newcomers to Canada, youth, and all qualified applicants seeking long-term employment in the retail sector.

JOB DESCRIPTION

We are seeking a motivated and experienced Retail Manager to oversee the daily operations of our jewellery store. The successful candidate will manage staff, supervise sales activities, maintain inventory control, ensure excellent customer service, and support the profitability and growth of the business.

Job Description

MAIN DUTIES AND RESPONSIBILITIES

- Plan, organize, direct, control, and evaluate the operations of the jewellery retail store.
- Manage daily opening and closing procedures and ensure smooth store operations.
- Supervise, coordinate, and schedule the activities of sales associates and other retail staff.
- Recruit, train, mentor, and evaluate employees on sales performance, product knowledge, and customer service standards.
- Develop and implement sales strategies to achieve revenue targets and maximize store profitability.
- Maintain high standards of customer service and resolve customer complaints or concerns professionally.
- Monitor inventory levels of jewellery, watches, accessories, and display merchandise.

Authorize product orders, oversee receiving of stock, and coordinate merchandising displays.

Ensure proper security, handling, and storage of high-value jewellery items.

Prepare reports regarding sales volumes, inventory movement, staff attendance, and store performance.

Administer store budgets and control expenses.

Ensure store compliance with company policies, occupational health and safety standards, and loss prevention procedures.

Assist customers with product selection, special orders, and after-sales service when required.

Support a culturally respectful, diverse, and inclusive workplace.

May perform the same duties as workers supervised when necessary.

(These duties are consistent with official NOC 60020 Retail and Wholesale Trade Managers.)