Retail Store supervisor

Job ID
40399

Baotu Liquor and Spirits Ltd.

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LOCATION	DATE POSTED	EXPIRY DATE
5024 46 AVE, Tofield, AB| Alberta	18-06-2026	15-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20.50	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job title : Retail Store supervisor

Wage: $20.50 hourly, 30 to 40 hours per week

Duties :
• Supervise and coordinate the activities of liquor store employees, including sales associates and cashiers, and ensure efficient daily store operations.
• Prepare employee work schedules, assign daily duties, and monitor employee performance to ensure staffing and operational requirements are met.
• Train and provide guidance to new and existing employees on store operations, customer service, product knowledge, cash handling, and applicable age-verification procedures.
• Assist customers with product inquiries and selections, and resolve customer requests, complaints, and other issues in a professional manner.
• Supervise POS operations, cash handling procedures, payment processing, refunds, and daily sales transactions, and ensure accurate cash reconciliation.
• Monitor liquor and beverage inventory levels, order and receive merchandise, verify shipments, organize and maintain inventory, and ensure proper stocking, pricing, rotation, and product displays.
• Ensure compliance with applicable liquor licensing requirements, age-verification procedures, company policies, workplace safety standards, and established store operating procedures.
• Prepare and maintain daily sales, inventory, merchandising, and personnel records and reports, and assist with store opening, closing, and other day-to-day operational activities.

Qualifications:
Secondary(high)school graduation certificate
1 year to less than 2 years of work experience

Terms of Employment : : Permanent, Full time

Business Location : 5024 46 AVE. Tofield, AB T0B 4J0

Language

: English

How to Apply

- By Mail: 5024 46 AVE. Tofield, AB T0B 4J0

- By Email: baotugroup-hr@hotmail.com

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