

Retail Store Supervisor

Manpreet singh

Job ID

41378

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LOCATION	DATE POSTED	EXPIRY DATE	
9109 92 Ave, Grande Prairie, AB Alberta	19-10-2026	17-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 24.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Title: Retail store supervisor (NOC 62010)

Vacancies: 1

Job start date: As soon as possible

Wage: \$24.00 / Hour

Hours: 32 - 40 Hours / Week

Terms of employment: Permanent, Full time, Day, Weekend

Employer: Circle k

How to apply

By email: gurpannu504@gmail.com

Job Description

Job Requirements:

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Work Conditions and Physical Capabilities: Fast-paced environment, Tight deadlines, Attention to detail, Standing for extended periods, Fast-paced environment

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

Work setting: Retail business

Responsibilities

- Supervise staff (apprentices, stages hands, design team, etc.)
- Assign sales workers to duties
- Hire and train or arrange for training of staff

- Authorize payments by cheque
- Order merchandise
- Authorize return of merchandise
- Establish work schedules
- Sell merchandise
- Prepare reports on sales volumes, merchandising and personnel matters
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Organize and maintain inventory
- Supervise and co-ordinate activities of workers
- Manage cash
- Conduct performance reviews
- Supervise office and volunteer staff

How to apply

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