Retail Store Supervisor

1000428835 ONTARIO INC O/A Circle K

Job ID
41708

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LOCATION	DATE POSTED	EXPIRY DATE
422 Huron Street, Stratford, ON| Ontario	24-11-2026	23-05-2027

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

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

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