



## Retail Store Supervisor

**Posted by:** West End Store

**Posting date:** 15-Apr-2024      **Closing date:** 12-Oct-2024

**Education:** College

**Language:** English

**Job location:** Prince Rupert

**Salary:** \$24 Per Hour

**Years of Experience:** 5 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2124976

Expired

### Job description:

- Oversee and co-ordinate sales staff and cashiers
- Assign duties and prepare work schedules for full-time, part-time and contract workers
- Approve payments and the return of merchandise
- Sell products to customers
- Solve problems, such as customer complaints and product shortages

- Maintain inventory and order merchandise
- Prepare reports regarding sales volumes, product supply and human resources
- Hire, train or arrange training of new sales staff
- Conduct employee performance reviews
- Address problems with an employee
- Maintain 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

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [westend.store08@gmail.com](mailto:westend.store08@gmail.com)**

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