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## Retail Store Supervisor

**Posted by:** 1001461 BC Ltd.

**Posting date:** 03-Dec-2024      **Closing date:** 23-Dec-2024

**Education:** Secondary school

**Language:** English

**Job location:** Maple Ridge

**Salary:** \$23.50 Per Week

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4221978

## Job description:

### Tasks

- 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
- Authorize return of merchandise
- 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

### **Supervision**

3-4 people

### **Additional information**

#### **Work conditions and physical capabilities**

Fast-paced environment  
Work under pressure  
Tight deadlines  
Attention to detail  
Combination of sitting, standing, walking  
Bending, crouching, kneeling