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Retail store supervisor

Posted by: Creative Flooring & Designs Inc.

Posting date: 19-Jun-2024 **Closing date:** 16-Dec-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Calgary

Salary: \$21.65 Per Hour

Years of Experience: Fresher (less than 1 year)

Vacancy: 1

Job Type: Full Time

Job id: CAJ2523822

Job description:

Position: Store Supervisor

Employer: Creative Flooring & Designs Inc.

Address: 260300 Writing Creek Crescent, suite B31, Rocky View, AB T4A 0G3

Hourly Wage Rate: \$21.65

Hours Per Week: 30-40

Employment Type: Full-Time Permanent

Start Date: As soon as possible

Vacancy: 1

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 to less than 7 months

Work setting: Retail business

Tasks:

- Assign sales workers to duties
- 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

Supervision: 3-4 people

Work conditions and physical capabilities:

- Fast-paced environment
- Work under pressure
- Attention to detail
- Combination of sitting, standing, walking

Personal suitability:

- Client focus
- Flexibility
- Organized
- Reliability
- Team player

How To Apply

By email: creativeflooringcalgary@gmail.com

By mail: 260300 Writing Creek Crescent, suite B31, Rocky View, AB T4A 0G3