



Assistant manager - retail and wholesale

Posted by: MK Westcoast Floors Ltd.

Posting date: 21-Sep-2024 **Closing date:** 20-Mar-2025

Education: Bachelor's degree or equivalent experience

Language: English

Job location: Richmond

Salary: \$36 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ2994776

Expired

Job description:

Responsibilities

Tasks

- Direct and control daily operations
- Evaluate daily operations
- Plan and organize daily operations
- Manage staff and assign duties

Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales
Determine merchandise and services to be sold
Locate, select and procure merchandise for resale
Develop and implement marketing strategies
Plan budgets and monitor revenues and expenses
Determine staffing requirements
Resolve issues that may arise, including customer requests, complaints and supply shortages
Recruit, hire and supervise staff and/or volunteers
Conduct performance reviews
Supervise office and volunteer staff
Negotiate with suppliers for the provision of materials and supplies

Experience and specialization

Computer and technology knowledge

Word processing software
Inventory control software
Electronic mail
Spreadsheet
Adobe Acrobat Reader
MS Outlook

Additional information

Transportation/travel information

Own transportation
Valid driver's licence
Public transportation is available

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Tight deadlines

Handling heavy loads
Attention to detail
Combination of sitting, standing, walking
Standing for extended periods

Personal suitability

Adaptability
Analytical
Collaborative
Creativity
Efficiency
Hardworking
Proactive
Time management
Excellent oral communication
Flexibility
Judgement
Team player
Patience
Ability to multitask

Benefits

Parking available

How to apply

By email: mkwestcoastfloorsrichmond@gmail.com

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: mkwestcoastfloorsrichmond@gmail.com

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