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## Retail store supervisor

**Posted by:** ONTARIO CONVENIENCE

**Posting date:** 12-Dec-2024      **Closing date:** 10-Jun-2025

**Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

**Language:** English

**Job location:** Sarnia

**Salary:** \$20 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 2

**Job Type:** Full Time

**Job id:** CAJ4222656

## Job description:

### Responsibilities

#### Tasks

- Supervise staff (apprentices, stages hands, design team, etc.)
- Hire and train or arrange for training of staff
- 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**

5-10 people  
Cashiers

## **Experience and specialization**

### **Area of specialization**

Retail store

## **Additional information**

### **Personal suitability**

Excellent oral communication  
Organized  
Team player  
Excellent written communication