



Assistant Manager - Retail

Posted by: Outreach Pharmacy

Posting date: 09-May-2025 **Closing date:** 05-Nov-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Nanaimo

Salary: \$41 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ5619787

Job description:

Assistant Manager - Retail

Location: 250-55 Victoria Road, Nanaimo, BC V9R 5N9

Salary- 41.00 hourly / 30 to 35 hours per Week

Terms of employment: Permanent employment, Full-time

Joining Date: Starts as soon as possible

Vacancies: 1 vacancy

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 1 year to less than 2 years

Work setting: Pharmacy or drugstore

Responsibilities

- Direct and control daily operations
- Evaluate daily operations

- Plan and organize daily operations
- Manage staff and assign duties
- Determine merchandise and services to be sold
- 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
- Oversee payroll administration
- Conduct performance reviews
- Supervise office and volunteer staff

Supervision: 5-10 people

Apply by email: hroutreachpharmacy@outlook.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: HRoutreachPharmacy@outlook.com

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