



## Retail store supervisor

**Posted by:** Relative Gravity Limited

**Posting date:** 24-Nov-2025      **Closing date:** 23-May-2026

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Port Alberni

**Salary:** \$24.00 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4641464

## Job description:

Port Alberni, BC  
V9Y 3S2

On site

24.00 to 30.00 hourly (To be negotiated) / 35 to 40 hours per week

Permanent employment

Full time

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 to less than 7 months

### On site

Work must be completed at the physical location. There is no option to work remotely.

## Responsibilities

### 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

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  
Oversee payroll administration  
Conduct performance reviews  
Supervise office and volunteer staff

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## Who can apply for this job?

### You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

**Do not apply if you are not authorized to work in Canada.** The employer will not respond to your application.

## How to apply

### Direct Apply

By Direct Apply

### By email

[majorai2025@proton.me](mailto:majorai2025@proton.me)

### By mail

3805 Redford Street suite 51  
Port Alberni, BC  
V9Y 3S2

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: [majorai2025@proton.me](mailto:majorai2025@proton.me)

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