



## Assistant manager - retail

**Posted by:** 1001461 BC Ltd

**Posting date:** 02-Jan-2025      **Closing date:** 22-Jan-2025

**Education:** High School Diploma

**Language:** English

**Job location:** Richmond

**Salary:** \$\$30.50 Per Hour

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

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4901013

Expired

### Job description:

Work setting

- Warehouse

### Responsibilities

Tasks

- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments
- Prepare and submit reports

- Resolve work related problems
- Recruit and hire staff
- Train workers in duties and policies
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Plan, organize and oversee operational logistics of the organization

#### Supervision

- 3-4 people
- 5-10 people
- Shippers and receivers

#### **Additional information**

##### Transportation/travel information

- Public transportation is available
- Willing to travel

##### Weight handling

- Up to 9 kg (20 lbs)
- Up to 13.5 kg (30 lbs)

##### Personal suitability

- Excellent oral communication
- Organized
- Reliability
- Team player

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