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## RETAIL STORE SUPERVISOR

**Posted by:** Elk Point Café & Business Centre Inc

**Posting date:** 24-Oct-2024      **Closing date:** 22-Apr-2025

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

**Language:** English

**Job location:** Elk Point

**Salary:** \$18.50 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** NCJ5121349

### Job description:

## RETAIL STORE SUPERVISOR (NOC:62010)

Posted on by Elk Point Café & Business Centre Inc on September 15, 2024

### JOB DETAILS

#### **Location**

Elk Point, AB T0A 1A0

#### **Salary**

\$18.50 hourly / 40 hours per Week

### TERMS OF EMPLOYMENT

#### **Permanent employment**

Full time

#### **Shift**

Day, Evening, Morning, Shift, Weekend

#### **Start date**

Starts as soon as possible

**Vacancies**

1 vacancy

**OVERVIEW**

**Languages**

English

**Education**

Secondary (high) school graduation certificate

**Experience**

1 year to less than 2 years

**Work setting**

Retail business

Cafeteria

Confectionery/corner store

**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
- Authorize return of merchandise
- Prepare reports on sales volumes, merchandising and personnel matters
- Supervise and co-ordinate activities of workers
- Supervise office and volunteer staff

**Supervision**

- 3-4 people

**ADDITIONAL INFORMATION**

**Personal Suitability**

- Accurate
- Client focus

- Efficient interpersonal skills
- Excellent oral communication
- Flexibility
- Organized
- Reliability
- Team player
- Dependability
- Excellent written communication
- Initiative
- Judgement
- Ability to multitask

**WHO CAN APPLY TO THIS JOB?**

**The employer accepts applications form:**

Canadian citizens and permanent or temporary residents of Canada  
Other candidates with or without valid Canadian work permit

**HOW TO APPLY**

**By applying directly to Job Bank (Direct Apply)**

**By email**

[elkpointcafe-careers@post.com](mailto:elkpointcafe-careers@post.com)

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?
- Are you willing to relocate for this position?
- Do you currently reside in proximity to the advertised location?
- Do you have previous experience in this field of employment?