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# Sales Supervisor

**Posted by:** Vig Fashion

**Location:** Calgary

**Salary:** \$30.50 Per Hour

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## Job Details

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**Job ID**

NCJ4792247

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**Posting Date :** 31-Aug-2024

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**Expiry Date :** 27-Feb-2025

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**Education :** Secondary (high) school graduation certificate or equivalent experience

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**Language :** English

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**Vacancies :** 1

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

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**Job Type :** Full Time

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## Job Description

Job title:

Sales Supervisor

Vacancies: 01

Wage: \$30.50/ Hour

Hours: 30 to 40 Hours / Week

Terms of employment: Permanent, Full time

Employment conditions: Day, Evening, Weekend

Job start date: As soon as possible

Languages: English

Education: Secondary (high) school graduation or equivalent experience

Experience: 7 months to less than 1 year

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
- 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
- Supervise office and volunteer staff

#### Supervision

- 1 to 2 people

### **Additional information**

#### Work conditions and physical capabilities

- Work under pressure
- Attention to detail
- Combination of sitting, standing, walking
- Standing for extended periods

#### Personal suitability

- Client focus
- Flexibility
- Organized
- Team player
- Dependability
- Ability to multitask

### **Who can apply to this job?**

#### **Only apply to this job if:**

- You are a Canadian citizen, a permanent or a temporary resident of Canada.

- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

### **How to apply**

By email

vigfashionyyc@gmail.com

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**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: [vigfashionyyc@gmail.com](mailto:vigfashionyyc@gmail.com)**

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