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Customer service supervisor - retail

Posted by: SYNERGY PHARMAPLUS LTD

Posting date: 27-Sep-2024 **Closing date:** 26-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Fort McMurray

Salary: \$25.00 to 30.00 hourly (To be negotiated) Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: NCJ4512432

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Work site environment

Non-smoking

Work setting

Retail service establishment

Rural area

On-site customer service

Clinic

Responsibilities

Tasks

Assign sales workers to duties

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

Manage cash

Oversee payroll administration

Conduct performance reviews

Supervise office and volunteer staff

Supervision

3-4 people

Experience and specialization

Area of specialization

Retail store

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Handling heavy loads
- Attention to detail
- Combination of sitting, standing, walking
- Walking
- Sitting
- Standing for extended periods
- Bending, crouching, kneeling

Personal suitability

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

Benefits

Health benefits

- Health care plan

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

careers@mayjorad.com