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# Customer service supervisor - retail

**Posted by:** SYNERGY PHARMAPLUS LTD

**Location:** Fort McMurray

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

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## Job Details

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**Job ID**

NCJ4512432

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**Posting Date :** 27-Sep-2024

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**Expiry Date :** 26-Mar-2025

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

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** 1 year

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**Job Type :** Full Time

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## 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](mailto:careers@mayjorad.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: [careers@mayjorad.com](mailto:careers@mayjorad.com)

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