Retail Store Supervisor

Job ID
10618

Sooper B’s Enterprises Ltd

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LOCATION	DATE POSTED	EXPIRY DATE
A 210 Hwy 56 Indian Head, 20.67, Indian Head, SK| Saskatchewan	26-08-2026	22-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20.67	2 years to less than 3 years	Secondary (high) school graduation certificate

Job Details

Applicant may send their updated resume at sooperbpetro@gmail.com

Youth ages 15-30 are encourage to apply

Overview

Location: A 210 Hwy 56 Indian Head, 20.67, Indian Head, SK| Saskatchewan

Languages: English

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

Experience: 2 years to less than 3 years

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

Work setting: Oil and gas industry

Supervision: 1 to 2 people

Computer and Technology Knowledge: MS Outlook, MS Word, MS Excel, MS Powerpoint

Area of specialization: Retail Store

Work Conditions and Physical Capabilities

-Fast-paced environment, Work under pressure, Tight deadlines,m 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, Flexibility, Organized, Reliability, Team player, Dependability, Initiative, Ability to multitask

Job Description

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

Order merchandise

Authorize return of merchandise

Establish work schedules

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

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