

Position: Retail Supervisor (Retail)

Business- CIRCLE K

Location- 907 Sutherland drive East, Brooks AB T1R 0A1

Job type- Permanent, Full time

Pay rate: \$17.5 - \$18.5 per hour (depending on experience)

Working Shifts- Day, Evenings or Night shifts

Starting date- Until the position is filled

Job requirements

Languages: English

Education: Minimum high school

Work experience: At least a year of supervisory experience

Duties:

- Supervise and co-ordinate cashiers and day-to-day store operations
- Manage the staff roster – Create and manage the staff schedule, and assign work shifts as per business needs
- Authorize payments and transactions and process return of merchandise as per directions
- Directly responsible for training new staff and oversee sales
- Resolve problems that arise, such as customer complaints and supply shortages
- Assist in ordering merchandise and managing inventory
- Prepare reports related to sales volumes, merchandising, staff performance, incident and other matters

- Flexible - Work on rotating schedule including night, weekends and holidays

## Skills

Coordinating and organizing

Recruitment and hiring

Supervising and people management

Customer service

Problem solving and Critical thinking

Attention to detail

How to apply:

Contact via email to [yashdang96@yahoo.com](mailto:yashdang96@yahoo.com)

Call or text at 8257772513