

# Retail Store Supervisor

**Posted By: JG's Liquor Store**

**Location: Red Earth Creek**

**Salary: \$35.50 Per Hour**

**JOB ID : RJ4902182**

**Posting Date : 21-Nov-2024**

**Expiry date : 20-May-2025**

**Education : Secondary High School**

**Language : English**

**Vacancies : 1**

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

**Job Type : Full Time**

## Job Description

### Job details

245 Highway 88 (Box 276)  
Red Earth Creek, AB  
T0G 1X0

On site

**35.50 hourly / 33 hours per Week**

**Permanent employment**

**Full time**

**Day, Evening, Weekend**

**Starts as soon as possible**

**1 vacancy**

**Job Bank #3127576**

## **Overview**

### **Languages**

English

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### **Education**

Secondary (high) school graduation certificate

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### **Experience**

Will train

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### **On site**

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

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### **Work setting**

Remote location

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## **Responsibilities**

### **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 the 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 coordinate activities of workers  
Supervise office and volunteer staff

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## **Supervision**

1 to 2 people

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## **Experience and specialization**

### **Area of specialization**

Retail store

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## **Additional information**

### **Security and safety**

Criminal record check

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### **Transportation/travel information**

Public transportation is not available

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### **Work conditions and physical capabilities**

Work under pressure  
Handling heavy loads  
Manual dexterity  
Attention to detail  
Combination of sitting, standing, walking  
Ability to distinguish between colours  
Standing for extended periods  
Bending, crouching, kneeling

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### **Personal suitability**

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

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

**The employer accepts applications from:**

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

## **How to apply**

### **Direct Apply**

By applying directly on Job Bank (Direct Apply)

### **By email**

resumes.jgsliquorstoreltd@outlook.com

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

**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: [resumes.jgsliquorstoreltd@outlook.com](mailto:resumes.jgsliquorstoreltd@outlook.com)**

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