

Customer Service Supervisor

Posted By: Ok Tire Saint John

Location: Saint John

Salary: \$\$17 Per Hour

JOB ID : RJ1952279

Posting Date : 31-Jan-2025

Expiry date : 30-Jul-2025

Education : College/CEGEP

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Languages

English

Education

- College/CEGEP

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.

Responsibilities

Tasks

- Supervise staff (apprentices, stages hands, design team, etc.)
- Hire and train or arrange for training of staff
- Teach interest or professional development courses
- 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

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: oktiresj@gmail.com

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