

# Department Head: Retail Sales Supervisor

**Posted By:** 16198171 Canada Ltd. O/A No Frills - Meadow Lake

**Location:** Meadow Lake

**Salary:** \$21.00 Per Hour

**JOB ID :** RJ4613967

**Posting Date :** 15-Oct-2025

**Expiry date :** 13-Apr-2026

**Education :** Completion of secondary school education may be required

**Language :** English

**Vacancies :** 2

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

**Job Type :** Full Time

## Job Description

Position Title & Vacancies: 2 Positions: - 1 Position for Retail Department - 1 Position for Health & Beauty Department  
Specific Skills:

- Supervise and coordinate with retail clerks
- Monitor day-to-day operations of retail department to make sure company policies are followed effectively
- Train new hires and other retail staff needing re-training
- Prepare bi-weekly work schedules
- Monitor manpower per shift and delegate tasks
- Monitor performance review of retail clerks, regularly
- Accommodate customer complaints
- Resolve customer complaints promptly and professionally
- Ensure compliance with company policies with safety standards, proper food handling, rotation of product display
- Ensure proper disposal of expired and broken products and goods
- Monitor inventory
- Re-order stocks

- Maintain open line of communication with other departments to ensure smooth workflow and operations

- Enforcement of quality control standards

- Report with General Managers and owners regularly

Terms of Employment: Permanent, Full-time

Language of work: English

Wage: 21.00 per hour

Hours: 30 to 40 hours per week

Work Location: Meadow Lake, Saskatchewan

Education: Completion of secondary school education

Work Experience: Experience is an Asset; Experience of 6 months to 1 year is a bonus

**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: [nofrillsML@gmail.com](mailto:nofrillsML@gmail.com)**

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