Retail store supervisor

Boyne Lake General Store

Job ID
9811

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LOCATION	DATE POSTED	EXPIRY DATE
Hwy 866 Township Rd 610 Boyne Lake, Alberta T0A 0N0, Boyne Lake, AB| Alberta	05-06-2026	02-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 22/hr	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Overview

Contact Name : Sandeep Vilna
Business Address : Hwy 866 Township Rd 610, Boyne Lake, AB T0A 0N0
Apply via email : boynelakegas@gmail.com

Pay : $22 per hour

Hours : 30-40 per week

Languages
English

Education
Secondary (high) school graduation certificate
Experience

1 to less than 7 months

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.)
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

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

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