Sales supervisor - Retail

Canadian Tire

Job ID
49781

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LOCATION	DATE POSTED	EXPIRY DATE
3550 Johnston Rd, Port Alberni, BC V9Y7w8, Port Alberni, BC | British Columbia	17-04-2026	12-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $25.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Name: Canadian Tire

Title: Sales supervisor - Retail

Number of Available Positions: 5

Terms of Employment: Permanent, Full-Time (30-40 h/w)

Wage: $25.00

Benefits: Disability Insurance, Dental Insurance, Extended medical insurance after the probationary period

Language of Work: English

Work Location: Port Alberni, BC

Company Profile

Canadian Tire in Port Alberni, BC, is a leading retail destination known for its extensive range of automotive, home, and sporting goods. With a strong commitment to community and customer service, the company has built a reputation for reliability and quality over its long history. Employees enjoy a collaborative and inclusive work environment that fosters growth and development, making it an ideal place for those seeking a fulfilling career. Joining Canadian Tire means being part of a dedicated team that values innovation and strives to make a positive impact in the lives of customers and the local community.

We are seeking five (5) hardworking and dedicated sales supervisors - Retail to join our team. You will be responsible for the duties outlined below.

Job Description

Job Duties and Responsibilities

• Oversee daily retail operations by supervising sales and stock staff, ensuring smooth workflow and adherence to company standards.

• Assign responsibilities, prepare work schedules, and monitor staff performance to drive productivity and maintain service excellence.

• Assist with hiring and provide on-the-job training for new staff to build a knowledgeable and efficient team.

• Manage inventory by monitoring stock levels, coordinating merchandise orders, and ensuring timely replenishment and accurate display.

• Uphold high standards in visual merchandising, pricing accuracy, and promotional execution throughout the store.
• Resolve customer issues, including supply shortages and inventory concerns, and authorize merchandise returns to ensure a positive shopping experience and customer satisfaction.
• Conduct store opening and closing duties, including cash handling, daily reconciliation, and store security procedures.
• Follow and enforce workplace safety and loss prevention procedures in compliance with corporate policies.
• Prepare operational reports related to sales, inventory, and employee performance for management review.
• Collaborate with store leadership to support store promotions and contribute to achieving sales objectives.
• Foster a positive, team-oriented environment focused on customer service and continuous improvement.

Employment Requirements
• Completion of secondary school
• Minimum of 1–2 years of experience in a retail environment, with prior supervisory or leadership responsibilities.
• Strong understanding of retail sales operations, inventory control, and customer service best practices.
• Proven ability to lead, motivate, and support a team in a fast-paced retail setting.
• Comfortable using point-of-sale (POS) systems and basic office software (e.g., Microsoft Excel, Outlook).
• Flexibility to work overnight shifts.
• Familiarity with health and safety standards and loss prevention practices in a retail environment.

Your Skills:
• Excellent communication and interpersonal skills to interact effectively with customers, team members, and management.
• Solid problem-solving and conflict-resolution abilities with a focus on customer satisfaction.
• Well-organized, detail-oriented, and capable of multitasking to meet shifting priorities.

Contact Information / How to Apply
Email resume to: ctportalbernii@gmail.com
As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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