Retail Store Supervisor (NOC 62010)

hr.1329077bcltd@outlook.com

Job ID
50060

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LOCATION	DATE POSTED	EXPIRY DATE
3989 Cariboo HWY, Lac La Hache, BC | British Columbia	06-05-2026	01-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $24	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 1329077 BC Ltd.
Business Operating Name: The Race Trac Gas Station
Business Address: 3989 Cariboo HWY, Lac La Hache, BC V0K 1T0
Location of work: 3989 Cariboo HWY, Lac La Hache, BC V0K 1T0
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wages: $24.00 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information: Email: hr.1329077bcltd@outlook.com
How to apply:
• Please apply via email at hr.1329077bcltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: RCTRK-RSS2 in the subject line. Any application not following this instruction will not be looked at.
We encourage applications from candidates who identify as members of underrepresented groups, including Indigenous peoples, youth, persons with disabilities, newcomers to Canada, and asylum seekers with valid work permits.
Note: An authorized licensed third-party has posted these advertisements. However, the business is responsible for the recruitment, and all applications or queries should be directed to the business at the above-mentioned email address.

Job Description

Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 year to less than 2 years of experience as a retail store supervisor in a gas station and convenience store is required
Job Duties:
• Supervise and coordinate the activities of cashiers to ensure efficient customer service
• Assign duties and prepare work schedules for cashiers to ensure adequate staffing and seamless coverage during all

operating hours

• Address and resolve customer requests, complaints, and operational issues related to fuel services, convenience store merchandise, groceries, and automotive products to ensure smooth daily operations

• Authorize payments, verify fuel transactions, and manage returns or exchanges of convenience store merchandise such as snacks, beverages, frozen food, tobacco, groceries, deli, produce, lottery, household supplies, souvenirs, and automotive products, while ensuring compliance with store policies and maintaining customer satisfaction

• Monitor inventory levels of gasoline, diesel, and order convenience store merchandise such as snacks, beverages, groceries, fresh produce, along with frozen foods, household supplies and souvenir items to ensure the store remains well stocked and prepared to meet customer demand

• Prepare and maintain reports on fuel sales, convenience store sales volumes, merchandising activities, and personnel matters to support management in monitoring business performance

• Hire and train new staff, or arrange training as required, and monitor staff performance to ensure high service and safety standards

• Maintain the store’s visual and operational standards, including product displays, fuel pump areas, signage, and cleanliness, to create a safe and appealing environment for customers

• Perform the duties of gas station attendants and cashiers when necessary to support daily operations

• Perform key-holding and managerial duties when required, including opening and closing the store, overseeing shift operations, handling escalated customer concerns, coordinating deliveries, and ensuring that fuel, bottle return service and retail operations run smoothly

• Record staff hours and prepare shift reports for payroll processing

• May perform other duties as required by business

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