Retail Store Supervisor

Nobleford Food Market Ltd.

Job ID
50822

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LOCATION	DATE POSTED	EXPIRY DATE
110 King St,, Nobleford, AB | Alberta	20-07-2026	16-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $22.00 hourly / 30 to 40 hours per Week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Nobleford Food Market Ltd.
Position: Retail Store Supervisor

Wage: $22.00 hourly / 30 to 40 hours per Week

Job Duties:
1. Supervise and coordinate the activities of retail store employees and assign duties to ensure efficient daily store operations.
2. Establish employee work schedules, monitor performance, and conduct performance reviews as required.
3. Assist the owner with the recruitment and selection of staff and train new employees on store operations, customer service, safety procedures, and workplace requirements.
4. Order merchandise, monitor inventory levels, organize stock, and oversee the receiving and proper stocking of products.
5. Authorize returns of merchandise in accordance with store policies and established procedures.
6. Handle and resolve customer inquiries and complaints, as well as operational issues such as product availability and supply shortages.
7. Oversee POS operations, cash handling procedures, and daily sales transactions, and ensure that employees follow established procedures.
8. Prepare and maintain reports and records relating to sales, merchandising, inventory, and personnel matters, while ensuring compliance with store policies, workplace safety requirements, and retail procedures.

Terms of employment : Permanent, Full time

Business Location : 110 King St, Nobleford, AB T0L 1S0

Requirements:
• Secondary (high) school graduation certificate
• 1–2 years of relevant retail or grocery store experience, preferably with experience in staff supervision, daily store operations, inventory management, and customer service.

Language : English

How to Apply

- By mail: 110 King St, Nobleford, AB T0L 1S0
- By email: nobleford2000@hotmail.com

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