

Store Manager - Retail

Party City

Job ID
51001

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LOCATION	DATE POSTED	EXPIRY DATE	
1361 Lougheed Hwy, Coquitlam, BC British Columbia	06-08-2026	02-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$44.72	3 years to less than 5 years	Secondary (high) school graduation certificate

Job Details

Business Name: Party City

Title: Store Manager - Retail

Number of Available Positions: 1

Terms of Employment: Permanent, Full-Time (30-40 hrs/week)

Hourly Wage: \$44.72 per hour

Benefit: Disability Insurance, Dental Insurance, Extended Medical Insurance

Language of work: English

Work Location: Coquitlam, BC

Company Profile:

Party City is a specialty retail store located in Coquitlam, British Columbia, offering a wide selection of party supplies, balloons, decorations, tableware, costumes, gifts, and seasonal merchandise. The store serves individuals, families, businesses, and community organizations planning birthdays, holidays, weddings, and other celebrations. Through in-store and online shopping options, including balloon-order pickup services, Party City is committed to providing customers with convenient access to products and ideas for celebrations of all sizes.

Job Description:

We are seeking a qualified and motivated store manager - retail to play a key role in the continued success of our retail location. The ideal candidate will be a confident and dependable leader with strong communication, organizational, and decision-making skills. They should be customer-focused, results-oriented, and capable of supporting a positive and professional work environment.

Job Description

Job Duties and Responsibilities:

- Plan, organize, and oversee the overall operations of the retail store to support business objectives and ensure efficient day-to-day performance.
- Lead, supervise, and support store employees by assigning duties, setting expectations, and monitoring workplace performance.

- Review sales activity, customer preferences, market conditions, and competitor trends to identify opportunities for business growth.

• Help determine the range of merchandise offered based on customer demand, seasonal needs, inventory levels, and company direction.

- Establish and apply store policies related to pricing, promotions, discounts, returns, and customer transactions.
- Coordinate with suppliers and vendors to source merchandise, negotiate purchasing terms, and maintain appropriate product availability.
- Develop and carry out local sales, promotional, and marketing initiatives to increase store traffic and support revenue targets.
- Prepare and monitor operating budgets, control expenses, authorize purchases, and review sales and financial results.
- Maintain high customer-service standards, address customer concerns, and implement improvements to enhance the shopping experience.
- Identify staffing needs and participate in recruiting, selecting, onboarding, training, developing, and retaining qualified employees.
- Monitor inventory levels, product presentation, store appearance, and operational standards to ensure consistency with company expectations.
- Ensure store activities comply with company policies, workplace safety requirements, security procedures, and applicable regulations.

Employment Requirements:

- Completion of secondary school is required.
- A college diploma or university degree in business administration, retail management, communications, public relations, or another field related to the products or services offered is considered an asset.
- Minimum three years of progressively responsible experience in retail sales or retail operations.
- Previous experience in a supervisory, assistant manager, department manager, or similar leadership position within a retail environment.
- Ability to manage employees and maintain effective working relationships with customers, suppliers, and team members.
- Understanding of retail operations, sales performance, inventory management, customer service, and basic financial controls.
- Flexibility to work evenings, weekends, holidays, and peak seasonal periods as required.

Your Skills:

- Proven leadership and team-management ability.
- Excellent verbal and written communication.
- Effective staff coordination, instruction, and motivation.
- Strong organization and time management.
- Ability to monitor employee performance and evaluate operational results.
- Sound judgment, critical thinking, and effective decision-making.
- Strong negotiation and persuasion.
- Customer-focused approach with excellent interpersonal abilities.
- Adaptability, willingness to learn, and a continuous-improvement mindset.
- Capacity to manage multiple priorities in a fast-paced retail environment.

Contact information/how to apply:

Email resume to: partycityjobs@outlook.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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