Retail Store Supervisor (NOC 62010)

2397745 AB Ltd

Job ID
51637

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LOCATION	DATE POSTED	EXPIRY DATE
117 Lakeway Blvd, Sylvan Lake, AB | Alberta	09-10-2026	07-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 21	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 2397745 AB Ltd
Business Operating Name: Canco 184 Sylvan Lake
Business Address: 117 Lakeway Blvd, Sylvan Lake, Alberta, T4S 0H2
Location of work: 117 Lakeway Blvd, Sylvan Lake, Alberta, T4S 0H2
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wages: $21.00 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information: Email: hr.2397745@outlook.com
How to apply:
• Please apply via email at hr.2397745@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: SYLV-RSS2 in the subject line. Applicants must state their citizenship/immigration status when applying.

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 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 and convenience store merchandise to ensure smooth daily operations
• Authorize payments, verify fuel transactions, and manage returns or exchanges of convenience store merchandise while ensuring compliance with store policies and maintaining customer satisfaction
• Monitor inventory levels of gasoline, diesel, propane and order convenience store merchandise such as snacks, beverages, dairy, produce, lottery tickets, and tobacco 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, 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 supervisory duties when required, including opening and closing the store, overseeing shift operations, handling escalated customer concerns, coordinating deliveries, and ensuring that fuel 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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