Retail Store Supervisor (NOC 62010)

Canco 242 Prince Rupert

Job ID
52035

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LOCATION	DATE POSTED	EXPIRY DATE
1665 Park Ave, Prince Rupert, BC | British Columbia	18-11-2026	17-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $24.00-$27.00 per hour	7 months to less than 1 year	Secondary (high) school graduation certificate

Job Details

Business Operating Name: Canco 242 Prince Rupert
Business Legal Name: 1480378 BC LTD
Business Address: 1665 Park Ave, Prince Rupert, British Columbia Canada V8J 3Y7
Location of work: 1665 Park Ave, Prince Rupert, British Columbia Canada V8J 3Y7
Title of the position: Retail Store Supervisor (NOC 62010)
Terms of employment: Permanent
Language of work: English
Wage rate: $24.00-$27.00 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information- Email: hr.1480378bcltd@outlook.com
Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 7 months to less than 1 year of experience as a retail store supervisor in an integrated gas station and convenience store is required.
Benefits:
- Annual performance bonus based on the employee’s and the business’s performance
- Relocation costs covered by employer
How to apply:
• Please apply via email at hr.1480378bcltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: PRUP- RSS 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

Job Duties:

• Supervise and coordinate the activities of cashiers to ensure efficient and effective customer service

• Assign duties and prepare work schedules for cashiers to ensure adequate staffing and seamless coverage during business hours

• Address and resolve customer requests, complaints, and supply shortages to ensure smooth operations

• Authorize payments and manage returns of merchandise to maintain customer satisfaction

• Monitor inventory levels of gas, diesel and order merchandise such as snacks, beverages, ice creams, lottery tickets, and other merchandise, ensuring that the store is well-stocked and prepared for customer needs

• Prepare and maintain reports on sales volumes, merchandising, and personnel matters to support store management

• Hire, train, or arrange training for new staff, and monitor their performance to ensure high service standards

• Maintain the store's visual standards, including product displays, signage, and cleanliness to create an appealing shopping environment

• Perform cashier duties as needed to support the team and ensure consistent service

• Perform key holding and managerial duties when required, such as opening and closing the store, handling escalated complaints, developing marketing strategies, and signing for deliveries

• Record and verify staff hours worked, including shift changes, absences and overtime, and submit them for payroll processing

• May perform other duties as required by the business.

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