



Customer service supervisor - retail

Posted by SYNERGY PHARMAPLUS LTD

Posting Date : 27-Sep-2024

Closing Date : 26-Mar-2025

Location : Fort McMurray

Salary : \$25.00 to 30.00 hourly (To be negotiated) Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3438442

Job Description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work site environment

Non-smoking

Work setting

Retail service establishment

Rural area

On-site customer service

Clinic

Responsibilities

Tasks

Assign sales workers to duties

Authorize payments by cheque

Order merchandise

Authorize return of merchandise

Establish work schedules

Sell merchandise

Prepare reports on sales volumes, merchandising and personnel matters

Resolve issues that may arise, including customer requests, complaints and supply shortages

Organize and maintain inventory

Supervise and co-ordinate activities of workers

Manage cash

Oversee payroll administration

Conduct performance reviews

Supervise office and volunteer staff

Supervision

3-4 people

Experience and specialization

Area of specialization

Retail store

Additional information

Work conditions and physical capabilities

Fast-paced environment
Work under pressure
Handling heavy loads
Attention to detail
Combination of sitting, standing, walking
Walking
Sitting
Standing for extended periods
Bending, crouching, kneeling

Personal suitability

Client focus
Efficient interpersonal skills
Excellent oral communication
Flexibility
Organized
Reliability
Team player
Dependability
Excellent written communication
Initiative
Ability to multitask

Benefits

Health benefits

Health care plan

Who can apply to this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

careers@mayjorad.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: careers@mayjorad.com

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