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## Customer service supervisor - retail

**Posted by:** SYNERGY PHARMAPLUS LTD

**Posting date:** 27-Sep-2024      **Closing date:** 26-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Fort McMurray

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

**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](mailto:careers@mayjorad.com)