



# Retail Supervisor

Posted by Smith's Ultramar

**Posting Date : 17-Sep-2025**

**Closing Date : 16-Mar-2026**

**Location : Port Sydney**

**Salary : \$20.00 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:** ABOJ5463723

## Job Description:

Smith's Ultramar in Port Sydney, ON requires a Retail Supervisor

Job requirements

Language

English

Education

Secondary (high) school graduation certificate

Experience

Minimum 1-year experience in retail or service industry. Retail supervisor experience an asset but not a requirement.

Personal suitability

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

Tasks

Working 30 to 40 hours per week, Authorize payments by cheque, Order merchandise, Authorize return of merchandise, Establish work schedules, Sell merchandise, 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

Supervision

3-4 people

Work conditions and physical capabilities

Fast-paced environment, Attention to detail, Standing for extended periods

Please send your resume to: RR #1-21 Greer Road, Port Sydney, ON P0B 1L0

or email to: [sunju.lee.park@gmail.com](mailto:sunju.lee.park@gmail.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: [sunju.lee.park@gmail.com](mailto:sunju.lee.park@gmail.com)**

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