



# RETAIL STORE SUPERVISOR

Posted by Elk Point Café & Business Centre Inc

**Posting Date :** 31-Oct-2025

**Closing Date :** 29-Apr-2026

**Location :** Elk Point

**Salary :** \$18.50 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:** ABOJ4367261

## Job Description:

### RETAIL STORE SUPERVISOR (NOC:62010)

Posted on by Elk Point Café & Business Centre Inc on January 14, 2025

## **JOB DETAILS**

### **Location**

Elk Point, AB T0A 1A0

### **Salary**

\$18.50 hourly / 40 hours per Week

## **TERMS OF EMPLOYMENT**

### **Permanent employment**

Full time

### **Shift**

Day, Evening, Morning, Shift, Weekend

### **Start date**

Starts as soon as possible

### **Vacancies**

1 vacancy

## **OVERVIEW**

### **Languages**

English

## **Education**

Secondary (high) school graduation certificate

## **Experience**

1 year to less than 2 years

## **Work setting**

Retail business

Cafeteria

Confectionery/corner store

## **RESPONSIBILITIES**

### **Tasks**

- Supervise staff (apprentices, stages hands, design team, etc.)
- Assign sales workers to duties
- Hire and train or arrange for training of staff
- Authorize payments by cheque
- Authorize return of merchandise
- Prepare reports on sales volumes, merchandising and personnel matters
- Supervise and co-ordinate activities of workers

- Supervise office and volunteer staff

## **Supervision**

- 3-4 people

## **ADDITIONAL INFORMATION**

### **Personal Suitability**

- Accurate
- Client focus
- Efficient interpersonal skills
- Excellent oral communication
- Flexibility
- Organized
- Reliability
- Team player
- Dependability
- Excellent written communication

- Initiative

- Judgement

- Ability to multitask

## **WHO CAN APPLY TO THIS JOB?**

### **The employer accepts applications from:**

Canadian citizens and permanent or temporary residents of Canada

Other candidates with or without valid Canadian work permit

## **HOW TO APPLY**

### **By applying directly to Job Bank (Direct Apply)**

### **By email**

elkpointcafe-careers@post.com

This job posting includes screening questions. Please answer the following questions when applying:

- Are you available for shift or on-call work?

- Are you willing to relocate for this position?

- Do you currently reside in proximity to the advertised location?

- Do you have previous experience in this field of employment?

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: [elkpointcafe-careers@post.com](mailto:elkpointcafe-careers@post.com)

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