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Assistant manager - retail and wholesale

Posted by: MK Westcoast Floors Ltd.

Posting date: 21-Sep-2024 **Closing date:** 20-Mar-2025

Education: Bachelor's degree or equivalent experience

Language: English

Job location: Richmond

Salary: \$36 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: DISJ3339210

Job description:

Responsibilities

Tasks

- Direct and control daily operations
- Evaluate daily operations
- Plan and organize daily operations
- Manage staff and assign duties
- Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales
- Determine merchandise and services to be sold
- Locate, select and procure merchandise for resale

- Develop and implement marketing strategies
- Plan budgets and monitor revenues and expenses
- Determine staffing requirements
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Recruit, hire and supervise staff and/or volunteers
- Conduct performance reviews
- Supervise office and volunteer staff
- Negotiate with suppliers for the provision of materials and supplies

Experience and specialization

Computer and technology knowledge

- Word processing software
- Inventory control software
- Electronic mail
- Spreadsheet
- Adobe Acrobat Reader
- MS Outlook

Additional information

Transportation/travel information

- Own transportation
- Valid driver's licence
- Public transportation is available

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Handling heavy loads
- Attention to detail
- Combination of sitting, standing, walking
- Standing for extended periods

Personal suitability

Adaptability
Analytical
Collaborative
Creativity
Efficiency
Hardworking
Proactive
Time management
Excellent oral communication
Flexibility
Judgement
Team player
Patience
Ability to multitask

Benefits

Parking available

How to apply

By email: mkwestcoastfloorsrichmond@gmail.com