



Retail store supervisor

Posted by Relative Gravity Limited

Posting Date : 24-Nov-2025

Closing Date : 23-May-2026

Location : Port Alberni

Salary : \$24.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1752792

Job Description:

Port Alberni, BC
V9Y 3S2

On site

24.00 to 30.00 hourly (To be negotiated) / 35 to 40 hours per week

Permanent employment

Full time

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 to less than 7 months

On site

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

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

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

Oversee payroll administration

Conduct performance reviews

Supervise office and volunteer staff

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Direct Apply

By Direct Apply

By email

majorai2025@proton.me

By mail

3805 Redford Street suite 51
Port Alberni, BC

V9Y 3S2

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: majorai2025@proton.me

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