



sales records supervisor

Posted by ERA KITCHENS LTD

Posting Date : 14-Jan-2026

Closing Date : 13-Jul-2026

Location : Edmonton

Salary : \$36.06 hourly / 40 hours per week Per Week

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ6552795

Job Description:

Location: 6704 59 Street NW Edmonton, AB T6B 3N6

Work location: On site

Salary: 36.06 hourly / 35 to 40 hours per week

Terms of employment: Permanent employment, Full time

Employment Condition: Early morning, Evening, Morning, Day, Weekend

Employment Groups: Support for persons with disabilities, Support for newcomers and refugees, Support for youths, Support for Veterans, Support for Indigenous people, Support for mature workers, Supports for visible minorities.

Starts as soon as possible

Vacancies: 2 vacancies

Overview

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 7 months to less than 1 year

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

Responsibilities

Tasks

Train workers in duties and policies

Prepare and submit reports

Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality

Ensure accuracy of financial transactions

Co-ordinate, assign and review work

Requisition or order materials, equipment and supplies

Co-ordinate activities with other work units or departments

Supervision

3-4 people

Additional information

Work conditions and physical capabilities

Tight deadlines

Attention to detail

Personal suitability

Accurate

Flexibility

Organized

How to apply

Direct Apply: By Direct Apply

Additional ways to apply

By email: erakitchensltd@outlook.com

By mail: 6704 59 Street NW Edmonton, AB T6B 3N6

Job Location: 6704 59 Street NW Edmonton, AB T6B 3N6

Employer: ERA KITCHENS LTD

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: erakitchensltd@outlook.com

Posted on Disabled job Portal