Retail Store Supervisor (NOC 62010)

Mott Enterprises LTD

Job ID
49036

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LOCATION	DATE POSTED	EXPIRY DATE
498 Route 111, Unit 1, Willow Grove, NB, E2S 1G7, Willow Grove, NB | New Brunswick	11-02-2026	06-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20.00/hour	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

Business Legal Name: Mott Enterprises Ltd
Business Operating Name: Willowgrove Convenience Pizza Shack
Business Address: 498 Route 111, Unit 1, Willow Grove, NB, E2S 1G7
Location of work: 498 Route 111, Unit 1, Willow Grove, NB, E2S 1G7
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 Year
Language of work: English
Wages: $ 20.00 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information: email: hr.mottenterprisesltd@outlook.com

Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 month to less than 7 months of experience as a retail supervisor in an integrated gas station and convenience store is required

Benefits: Optional free accommodation

How to apply:
• Please apply via email at: hr.mottenterprisesltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: MT-RSS in the subject line. Any application not following this instruction will not be looked at.

We encourage applications from candidates who identify as members of underrepresented groups, including Indigenous peoples, youth, persons with disabilities, newcomers to Canada, and asylum seekers with valid work permits.
Note: An authorized licensed third-party has posted these advertisements. However, the business is responsible for the

recruitment, and all applications or queries should be directed to business at the above-mentioned email address.

Job Description

Job Duties:

• Supervise and coordinate the activities of cashiers, gas station and food counter attendants to ensure efficient and effective customer service.
• Assign duties and prepare work schedules for cashiers, gas station and food counter attendants to ensure adequate staffing and seamless coverage during business hours.
• Address and resolve customer requests, complaints, and supply shortages to ensure smooth operations.
• Authorize payments and manage returns of merchandise to maintain customer satisfaction.
• Monitor inventory levels of gas, diesel and order merchandise for convenience store and restaurant such as snacks, beverages, coffee, lottery tickets, tobacco, liquor, etc. and ensuring that the store is well-stocked and prepared for customer needs.
• Determine appropriate food portion sizes, monitor food costs and wastage, and maintain quality control standards to support efficient food service operations.
• Conduct regular inspections of inventory levels, kitchen equipment, and operational equipment, and coordinate maintenance or repairs as required to minimize service disruptions.
• Prepare and maintain reports on sales volumes, merchandising, and personnel matters to support store management.
• Hire, train, or arrange training for new staff, and monitor their performance to ensure high service standards.
• Ensure the store's visual merchandising, cleanliness, food preparation areas, fuel pump areas, and signage comply with company standards and create a safe, welcoming environment for customers.
• Manage payroll administration.
• May perform cashier duties as needed to support the team and ensure consistent service.
• May perform key holding and managerial duties when required, such as opening and closing the store, handling escalated complaints, developing marketing strategies, and signing for deliveries.
• May perform other duties as required by the business.

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