Retail Store Supervisor (NOC 62010)

hr.1317665bcltd@outlook.com

Job ID
50173

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LOCATION	DATE POSTED	EXPIRY DATE
2501 Sandpiper Dr, Kamloops, BC | British Columbia	14-05-2026	10-11-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $25	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 1317665 B.C. Ltd.
Business Operating Name: Oak Hills One Stop
Business Address: 2501 Sandpiper Dr, Kamloops, British Columbia V2B 6W8
Location of work: 2501 Sandpiper Dr, Kamloops, British Columbia V2B 6W8
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 Year
Language of work: English
Wage rate: $25.00 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information- Email: hr.1317665bcltd@outlook.com

How to apply:
• Please apply via email at hr.1317665bcltd@outlook.com
• You must include a cover letter, which must include your Canadian citizenship/immigration status and mention the job reference number: OAHL-RSS2 in the subject line. Any application not following these instructions 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 the business at the above-mentioned email address.

Job Description

Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 year to less than 2 years of experience as a retail store supervisor or cashier in a convenience store

is required.

Job Duties:

• Supervise and coordinate the activities of cashiers to ensure efficient and effective customer service.

• Assign duties and prepare work schedules for cashiers to ensure adequate staffing and seamless coverage during business hours.

• Address and resolve customer requests, complaints, and operational issues related to convenience store merchandise to ensure smooth daily operations.

• Authorize payments and manage returns of merchandise to maintain customer satisfaction.

• Monitor inventory levels of convenience store items for ordering snacks, beverages, scoop ice-creams, slushies, coffee, and dairy products. Additionally, manage inventory for grocery items, lottery tickets, and other merchandise to ensure the store is adequately stocked to meet customer requirements.

• Prepare and maintain reports on convenience store sales volumes, merchandising activities, and personnel matters to support management in monitoring business performance.

• Hire and train new staff, or arrange training as required, and monitor staff performance to ensure high service, safety, and food handling standards.

• Maintain the store's visual standards, including product displays, signage, and cleanliness of the store, to create an appealing shopping environment.

• Perform duties of cashiers as needed to support the team and ensure consistent service.

• Perform key-holding and managerial duties when required, including opening and closing the store, overseeing shift operations, handling escalated customer concerns, coordinating deliveries, and ensuring that convenience store operations run smoothly.

• Oversee payroll administration.

• May perform other duties as required by business.

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