Retail Store Supervisor (NOC 62010)

hr.1341960bcltd@outlook.com

Job ID
50282

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LOCATION	DATE POSTED	EXPIRY DATE
1111, 1st Avenue, Ladysmith,, BC | British Columbia	27-05-2026	23-11-2026

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: 1341960 BC Ltd
Business Operating Name: Canco 160 Ladysmith
Business Address: 1111, 1st Avenue Ladysmith, BC V9G 1B3
Location of work: 1111, 1st Avenue Ladysmith, BC V9G 1B3
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.1341960bcltd@outlook.com
Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 year to less than 2 years of experience as a retail supervisor in a gas station and convenience store is required
How to apply:
• Please apply via email at hr.1341960bcltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: LS-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, vulnerable 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 to ensure efficient customer service
• Assign duties and prepare work schedules for cashiers to ensure adequate staffing and seamless coverage during all

operating hours

• Address and resolve customer requests, complaints, and operational issues related to fuel services, convenience store merchandise, and food items to ensure smooth daily operations

• Authorize payments, verify fuel transactions, and manage returns or exchanges of convenience store merchandise while ensuring compliance with store policies and maintaining customer satisfaction

• Monitor inventory levels of gasoline, diesel, and propane, and order convenience store merchandise such as snacks, beverages, groceries, dairy, tobacco products, lottery tickets, and pre-packed food items to ensure the store remains well stocked and prepared to meet customer demand

• Prepare and maintain reports on fuel sales, 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 and operational standards, including product displays, fuel pump areas, signage, cleanliness, and food preparation areas, to create a safe and appealing environment for customers

• Perform the duties of cashiers when necessary to support daily operations

• 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 fuel, retail, and food service operations run smoothly

• Record staff hours and prepare shift reports for payroll processing

• May perform other duties as required by business

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