Retail Store Supervisor (NOC 62010)

1400142 B.C. LTD.

Job ID
50654

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LOCATION	DATE POSTED	EXPIRY DATE
450 Ferry Landing Road, Balfour, British Columbia, Canada, V0G 1C0, Balfour, BC | British Columbia	03-07-2026	30-12-2026

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 24	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 1400142 B.C. LTD.

Business Operating Name: Canco 191 Balfour

Business Address: 450 Ferry Landing Road, Balfour, British Columbia, Canada, V0G 1C0

Location of work: 450 Ferry Landing Road, Balfour, British Columbia, Canada, V0G 1C0

Title of the position: Retail Store Supervisor (NOC 62010)

Term of employment: 1 year

Language of work: English

Wage rate: $24.00 per hour

Hours of work: 30-33 hours per week

Anticipated start date: As soon as possible

Contact information- Email: hr.1400142dbcltd@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 or convenience store is required.

How to apply:

• Please apply via email at hr.1400142dbcltd@outlook.com

• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: BLFR-RSS2 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 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 and convenience store merchandise 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, lottery tickets, and tobacco products, along with fishing and hunting equipment 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 and safety standards

• Maintain the store’s visual and operational standards, including product displays, fuel pump areas, signage, and cleanliness, 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 and retail operations run smoothly

• Oversee payroll administration

• May perform other duties as required by the business

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