Retail store supervisor

Circle K

Job ID
50920

VIEW THIS JOB ONLINE: https://mail.newcomersjobs.com/jobs/50920

LOCATION	DATE POSTED	EXPIRY DATE
9215 Lakeland Drive, Grande Prairie, AB | Alberta	28-07-2026	24-01-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 21.00	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Retail store supervisor

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Job details

- Location 9215 Lakeland Drive Grande Prairie, AB T8X 0B8
- Work location On site
- Salary 21.00 hourly / 30.00 hours per week
- Terms of employment Permanent employment Full time
- Shift
- Starts as soon as possible
- 2 vacancies

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

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

Responsibilities

Tasks

- Assign sales workers to duties
- Order merchandise
- Authorize return of merchandise
- Establish work schedules
- Sell merchandise
- Prepare reports on sales volumes, merchandising and personnel matters
- Resolve issues that may arise, including customer requests, complaints and supply shortages

• Organize and maintain inventory
• Supervise and co-ordinate activities of workers

Additional information

Work conditions and physical capabilities

• Fast-paced environment
• Work under pressure
• Handling heavy loads
• Attention to detail
• Combination of sitting, standing, walking
• Standing for extended periods

Personal suitability

• Accurate
• Client focus
• Efficient interpersonal skills
• Excellent oral communication
• Flexibility
• Organized
• Reliability
• Team player
• Dependability

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for persons with disabilities

• Offers mentorship, coaching and/or networking opportunities for persons with disabilities
• Provides awareness training to employees to create a welcoming work environment for persons with disabilities

Support for newcomers and refugees

• Offers mentorship programs that pair newcomers and/or refugees with experienced employees

Support for youths

• Offers mentorship, coaching and/or networking opportunities for youth
• Provides awareness training to employees to create a welcoming work environment for youth

Support for Veterans

• Offers mentorship, coaching and/or networking opportunities for Veterans
• Provides awareness training to employees to create a welcoming work environment for Veterans

Support for Indigenous people

• Offers mentorship, coaching and/or networking opportunities for Indigenous workers
• Develops and maintains relationships with indigenous communities, indigenous-owned businesses and organizations

Support for mature workers

• Applies hiring policies that discourage age discrimination
• Provides staff with awareness training to create a welcoming work environment for mature workers

Supports for visible minorities

• Applies hiring policies that discourage discrimination against members of visible minorities (for example: anonymizing the hiring process, etc.)
• Offers mentorship programs that pair members of visible minorities with experienced employees

Who can apply for this job?

You can apply if you are:

• a Canadian citizen

• a permanent resident of Canada

• a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

Additional ways to apply

By mail

9215 Lakeland Drive Grande Prairie, ABT8X 0B8

By email

circlekgrandeprairie@hotmail.com

In person

9215 Lakeland Drive Grande Prairie, ABT8X 0B8Between 12:00 PM and 04:00 PM

Advertised until

To be determined

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