Store Manager - Retail

Party City

Job ID
51001

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LOCATION	DATE POSTED	EXPIRY DATE
1361 Lougheed Hwy, Coquitlam, BC | British Columbia	06-08-2026	02-02-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $44.80	3 years to less than 5 years	Secondary (high) school graduation certificate

Job Details

Business Name: Party City
Title: Store Manager - Retail
Number of Available Positions: 1
Terms of Employment: Permanent, Full-Time (30-40 hrs/week)
Hourly Wage: $44.80 per hour
Benefits: Disability Insurance, Dental Insurance, Extended Health Care, Competitive compensation and benefits, potential profit sharing, employee discounts, flexible work hours, learning and development opportunities, scholarships, and a supportive, performance-focused work environment.
Language of work: English
Work Location: Coquitlam, BC

Company Profile:
Party City is a specialty retail store located in Coquitlam, British Columbia, offering a wide selection of party supplies, balloons, decorations, tableware, costumes, gifts, and seasonal merchandise. The store serves individuals, families, businesses, and community organizations planning birthdays, holidays, weddings, and other celebrations. Through in-store and online shopping options, including balloon-order pickup services, Party City is committed to providing customers with convenient access to products and ideas for celebrations of all sizes.

Job Description:
We are seeking a qualified and motivated store manager - retail to play a key role in the continued success of our retail location. The ideal candidate will be a confident and dependable leader with strong communication, organizational, and decision-making skills. They should be customer-focused, results-oriented, and capable of supporting a positive and professional work environment.

Job Description

Job Duties and Responsibilities:
• Plan, organize, and oversee the overall operations of the retail store to support business objectives and ensure efficient day-to-day performance.

• Lead, supervise, and support store employees by assigning duties, setting expectations, and monitoring workplace performance.
• Review sales activity, customer preferences, market conditions, and competitor trends to identify opportunities for business growth.
• Participate in determining the range of merchandise offered at the store based on customer demand, seasonal needs, inventory levels, sales performance, and company merchandising guidelines.
• Implement and administer store policies relating to pricing, promotions, discounts, returns, and customer transactions, and make store-level decisions within established company guidelines and delegated authority.
• Coordinate with suppliers and vendors, where applicable, to support merchandise sourcing, purchasing requirements, and appropriate product availability, including negotiating purchasing terms within delegated authority.
• Develop and carry out local sales, promotional, and marketing initiatives to increase store traffic and support revenue targets.
• Prepare and monitor operating budgets, control expenses, authorize purchases, and review sales and financial results.
• Maintain high customer-service standards, address customer concerns, and implement improvements to enhance the shopping experience.
• Identify staffing needs and participate in recruiting, selecting, onboarding, training, developing, and retaining qualified employees.
• Monitor inventory levels, product presentation, store appearance, and operational standards to ensure consistency with company expectations.
• Ensure store activities comply with company policies, workplace safety requirements, security procedures, and applicable regulations.

Employment Requirements:
• Completion of secondary school.
• A college diploma or university degree in business administration, retail management, communications, public relations, or another field related to the products or services offered is considered an asset.
• Minimum three years of progressively responsible experience in retail sales or retail operations.
• Previous experience in a supervisory, assistant manager, department manager, or similar leadership position within a retail environment.
• Ability to manage employees and maintain effective working relationships with customers, suppliers, and team members.
• Understanding of retail operations, sales performance, inventory management, customer service, and basic financial controls.
• Flexibility to work evenings, weekends, holidays, and peak seasonal periods as required.

Work Conditions and Physical requirements:
• Standing and walking for up to 8 hours.
• Frequent unassisted lifting and carrying of merchandise of varying weights.
• Repetitive lifting, bending, twisting, turning, and reaching.
• Lifting and working at waist, shoulder, and above-shoulder levels.
• Walking while carrying merchandise.
• Pushing and pulling merchandise as required.
• Climbing ladders while carrying products.
• Compliance with store health and safety procedures.

Your Skills:

- Proven leadership and team-management ability.
- Excellent verbal and written communication.
- Effective staff coordination, instruction, and motivation.
- Strong organization and time management.
- Ability to monitor employee performance and evaluate operational results.
- Sound judgment, critical thinking, and effective decision-making.
- Strong negotiation and persuasion.
- Customer-focused approach with excellent interpersonal abilities.
- Adaptability, willingness to learn, and a continuous-improvement mindset.
- Capacity to manage multiple priorities in a fast-paced retail environment.

Pre-Employment Conditions:

Employment may be conditional upon satisfactory completion of applicable pre-employment screening, including reference checks, employment verification, a criminal record check, and, where relevant to the position, a credit check.

Contact information/how to apply:

Email resume to: partycityjobs@outlook.com

As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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