Retail Store Supervisor (NOC 62010)

0939514 BC LTD

Job ID
51469

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LOCATION	DATE POSTED	EXPIRY DATE
1708 Broadway Ave, Williams Lake, BC | British Columbia	22-09-2026	21-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27.50	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 0939514 BC LTD
Business Operating Name: Actton Petroleum Sales Ltd.
Business Address: 1708 Broadway Ave, South Williams Lake, BC, V2G 2W4
Location of work: 1708 Broadway Ave, South Williams Lake, BC, V2G 2W4
Title of the position: Retail Store Supervisor (NOC 62010)
Term of employment: 1 year
Language of work: English
Wages: $27.50 per hour
Hours of work: 35-40 hours per week
Anticipated start date: As soon as possible
Contact information: Email: hr.0939514bcltd@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 Store Supervisor in an integrated gas station and convenience store is required.
How to apply:
• Please apply via email at hr.0939514bcltd@outlook.com
• You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: WL-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, 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, tobacco and other merchandise 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 handling 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 gas station attendants and cashiers when necessary to support daily operations

• Perform key-holding and supervisory 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

• May perform other duties as required by the business

• Oversee payroll administration

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