Retail Store Supervisor (NOC 62010)

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Job ID
51481

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LOCATION	DATE POSTED	EXPIRY DATE
254 Main Street, Upper Letang, AB | Alberta	23-09-2026	22-03-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 20	1 to less than 7 months	Secondary (high) school graduation certificate

Job Details

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 liquor section 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 order convenience store merchandise such as snacks, beverages, tobacco products, ice cream, and takeout food items, including pizza, fried chicken, burgers, Chinese/Thai/Indian appetizers for the restaurant, and on-site Robin’s coffee shop 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, and cleanliness of food area, 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, retail, takeout restaurant, and on-site Robin’s coffee shop operations run smoothly

• May perform other duties as required by the business

• Oversee payroll administration

How to apply:

• Please apply via email at

• You must include a cover letter that includes your Canadian citizenship/immigration status and mention the job reference number: UM-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 recruitment, and all applications or queries should be directed to the business at the email address above.

Job Description

Skills Requirements:
• Education: Completion of secondary/high school graduation certificate
• Work experience: 1 month to less than 7 months of experience as a retail store supervisor or cashier in a gas station/convenience store is required.
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