

Liquor Store Supervisor (NOC 62010)

1318957 BC Ltd.

Job ID
51748

VIEW THIS JOB ONLINE: <https://mail.newcomersjobs.com/jobs/51748>

LOCATION	DATE POSTED	EXPIRY DATE	
108 Highway 3 West, Fort Macleod, AB Alberta	21-10-2026	19-04-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 22	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Legal Name: 1318957 BC Ltd.

Business Operating Name: Macleod Liquor

Business Address: 108 Highway 3 West, Fort Macleod, Alberta, T0L 0Z0

Location of work: 108 Highway 3 West, Fort Macleod, Alberta, T0L 0Z0

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

Term of employment: 1 year

Language of work: English

Wage rate: \$22 per hour

Hours of work: 35-40 hours per week

Anticipated start date: As soon as possible

Contact information- Email: hr.1318957bcltd@outlook.com

How to apply:

- Please apply via email at
- You must include a cover letter which must include your Canadian citizenship / immigration status and mention the job reference number: FM-LSS2 in the subject line. Applicants must state their citizenship/immigration status when applying.

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 the business at the above-mentioned email address.

Job Description

Skills Requirements:

- Education: Completion of secondary/high school graduation certificate
- Work experience: 1 year to less than 2 years of experience as a liquor store supervisor is required.

Job Duties:

- Supervise and coordinate the activities of cashiers to ensure efficient and effective customer service
- Assign tasks and prepare work schedules for cashiers to ensure proper staffing and smooth operations

- Authorize transactions and handle returns of liquor merchandise to maintain customer satisfaction
- Address and resolve customer requests, complaints, and liquor supply shortages to ensure seamless store operations
- Monitor inventory levels and order liquor, wine, beer and other products to keep the store well-stocked
- Prepare and maintain reports on sales volumes, merchandising, and personnel matters to support store management
- Hire, train, or arrange training for new staff, and monitor their performance to ensure a high level of service
- Maintain the store's visual standards, including product displays, signage, and cleanliness, to create an appealing shopping environment
- Perform cashier duties as needed to support the team and ensure consistent customer service
- Perform key holding and managerial duties, when necessary, such as opening and closing the store, handling escalated complaints, developing marketing strategies, and signing for liquor deliveries to ensure smooth store operations