

Sales Supervisor

Posted By: Heppy's Pie Lady Inc.

Location: Halifax

Salary: \$31 Per Hour

JOB ID : RJ3818115

Posting Date : 14-Nov-2025

Expiry date : 13-May-2026

Education : College, CEGEP or equivalent experience

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

Job Description

Tasks:

- Assign sales workers to duties
- Hire and train or arrange for training of staff
- Authorize payments by cheque
- 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
- Manage cash
- Conduct performance reviews
- Supervise office and volunteer staff

Work conditions and physical capabilities:

Fast-paced environment
Work under pressure
Tight deadlines
Attention to detail

Personal suitability:

Accurate
Client focus
Organized
Reliability
Team player
Dependability
Ability to multitask

Computer and technology knowledge:

iOS
MS Outlook

Transportation/travel information:

Willing to travel

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: Infoheppys@gmail.com

Posted on refugeejobportal.com