

# Retail Sales Supervisor

**Posted By:** Wireless World Solutions Ltd.

**Location:** Calgary

**Salary:** \$36.05 Per Hour

**JOB ID :** RJ6837801

**Posting Date :** 23-Mar-2026

**Expiry date :** 19-Sep-2026

**Education :** Secondary (high) school graduation

**Language :** English

**Vacancies :** 1

**Years of Experience :** 2 years

**Job Type :** Full Time

## Job Description

### Job Summary :

This position is for a Retail Supervisor in an urban retail service establishment. The role involves overseeing daily store operations, supervising a small team (1–2 employees), and ensuring smooth sales and customer service activities. Key responsibilities include assigning duties, managing inventory, handling cash, resolving customer issues, and preparing reports related to sales and staff performance. The job is fully on-site with no remote work option.

### Job Requirements:

- Secondary (high) school graduation certificate

- 1 year to less than 2 years in a related role (retail or supervisory experience preferred)
- Supervise and coordinate staff activities
- Assign sales workers to duties
- Hire and train (or arrange training for) employees
- Manage cash and authorize merchandise returns
- Establish employee work schedules
- Sell merchandise and support sales operations
- Handle customer complaints and resolve issues
- Maintain and organize inventory
- Prepare reports on sales, merchandising, and personnel

**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: [hr@mywirelessworld.ca](mailto:hr@mywirelessworld.ca)**

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