

Filshad Investment Ltd

4439 52 Avenue
Whitecourt, AB, T7S 1N9

Position: Front Store Process Coordinator

Front Store Coordinator manages inventory, processes, and procedures to ensure proper functioning of the front store, maintaining store standards and achieving store goals.

Full Job Description:

Responsibilities:

- Coordinate staff, ensure operational procedures are duly followed
- Schedule shifts and duties
- Ensure functionality of overall customer service
- Oversee cash reconciliation (POS end of day) with cashiers and merchandisers
- Budget planning
- Product Sourcing and Logistics
- Monitoring of expenses
- Hire and train as required
- Resolve customer complaints
- Plan, organize, direct, control and evaluate daily operations

Qualifications:

- College diploma or equivalent work experience (2-5 years preferred)
- Knowledge of international/multicultural product processes
- Deep knowledge of Microsoft 365 and G-Suite
- Good planning judgement and decision making
- Ability to work flexible shifts including weekends
- Excellent communication and interpersonal skills
- Time management skills
- Ability to lift 50lbs

Experience Required:

- Retail management: 1 year (preferred)

Location: Whitecourt, AB

Job type: Permanent, full-time

Positions available: 1

Education: College Diploma

Compensation: \$16.00-\$18.00/hour, 8-hour shift

Language required: English

To apply, please contact: filshad10@gmail.com