



## Retail Sales Supervisor

### Description

Freshmart is a proudly Canadian grocery and fresh-food retailer committed to serving families across rural and urban Manitoba with fresh produce, quality meats, dairy, and everyday household essentials. Our Neepawa location is a cornerstone of the local community, dedicated to delivering an outstanding shopping experience in a clean, safe, and well-maintained store environment.

Neepawa Freshmart is looking for an energetic, organized, and reliable **Retail Sales Supervisor** to join our team. As a vital community hub, we pride ourselves on exceptional customer service and fresh, quality products. In this role, you will oversee daily front-end and floor operations, lead a dedicated team of clerks and cashiers, manage stock levels, and ensure our store runs smoothly and efficiently.

### Duties

#### Key Responsibilities and Duties

##### 1. Team Leadership & Supervision

- Supervise, co-ordinate, and schedule the daily activities of cashiers, grocery clerks, and shelf stockers.
- Assign staff to specific duties (e.g., front-end checkouts, produce rotation, grocery stocking) and monitor performance.
- Assist in onboarding and training new team members on store policies, safety protocols, and customer service standards.

### Closing Date

September 7, 2026

### Categories

Services

### Employer

Freshmart Neepawa

### Location

Rural

### Address

250 Hamilton Street  
Neepawa, R0J 1H0

### Job Type

Full-time

### Education Level

High School

### Wage

\$23.00 - \$23.00

### Email

- Resolve workplace disputes and maintain a positive, collaborative team environment.

## 2. Inventory & Merchandising Management

- Monitor stock levels, track inventory movement, and order merchandise, including fresh produce and Loblaw-banner products (*President's Choice, no name*).
- Ensure shelves are correctly stocked, rotated, and presented according to store merchandising standards.
- Coordinate with delivery drivers, verify incoming invoices, and report any stock shortages or damages.

## 3. Store Administration & Financial Controls

- Authorize return of merchandise and handle escalated customer inquiries, complaints, or feedback professionally.
- Prepare daily/weekly reports on sales volumes, merchandising trends, and personnel matters for store management.
- Oversee register cash-outs, balance daily sales receipts, and assist with basic administrative or payroll tasks as needed.

## 4. Health, Safety & Floor Support

- Ensure the store remains clean, organized, and compliant with Manitoba food safety regulations.
- Step in to assist on cash registers or on the sales floor during peak hours to maintain efficient customer flow.

## Qualification

### Employment Requirements

- **Education:** Completion of secondary school (High School diploma or equivalent) is required.
- **Experience:** 1 to 2 years of supervisory experience in a retail or grocery environment is preferred. (An equivalent combination of extensive retail experience and specialized training will also be considered).
- **Languages:** Excellent verbal and written communication skills in English.

fmneepawa@gmail.com

## Phone

(204) 904-4949

- **Technical Skills:** Familiarity with point-of-sale (POS) systems, computerized inventory tracking, and basic office software (MS Excel, Outlook).
- **Personal Suitability:** Strong organizational skills, client focus, reliability, flexibility, and a team-oriented mindset.