Retail Store Supervisor

Description

OK Tire – 2001 Portage Avenue, Winnipeg, MB

OK Tire on Portage Avenue is looking for a reliable and experienced **Retail Store Supervisor** to join our team. In this role, you will supervise a small team of 3–4 staff, coordinate day-to-day store activities, and help make sure every customer receives fast, friendly and accurate service.

We are looking for someone who enjoys working with people, stays organized under pressure, and can keep the store running smoothly in a fast-paced environment.

This is a full-time, permanent, on-site position. All work is performed at our store location; remote work is not available.

Duties

Key Responsibilities

- Supervise and coordinate the activities of sales staff and cashiers (team of 3–4 people)
- Assign sales workers to duties and prepare work schedules
- Authorize payments and the return of merchandise
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Maintain specified inventory levels and order merchandise

Closing Date

December 21, 2026

Categories

Services

Employer

OK Tire

Location

Assiniboine South

Address

2001 Portage Avenue
Winnipeg, R3J 0K2

Job Type

Full-time

Education Level

High School

Email

portageave@oktire.com

- Prepare reports on sales volumes, merchandising and personnel matters
- Hire and train, or arrange for the training of, new sales staff
- Monitor staff performance and conduct performance reviews
- Manage cash and oversee payroll administration
- Ensure the store’s visual standards and image are maintained, including displays, signage and cleanliness
- Sell merchandise and perform the same duties as the workers supervised when needed
- Perform key-holding duties when required, such as opening and closing the store, handling escalated complaints and signing for deliveries

Qualification

Qualifications

- Secondary (high) school graduation certificate
- 1 years to less than 2 years of related experience
- Good command of English
- Valid driver’s licence
- Accurate, with strong attention to detail
- Excellent oral communication and interpersonal skills
- Client-focused, reliable and flexible
- A team player who can multitask and meet tight deadlines in a fast-paced environment