

Summary

The Supervisor is responsible for directly supervising and coordinating activities of retail team members on a day-to-day basis. This position reports to the General Manager.

Essential Functions

- Supervise day-to-day operations
- Plan and assign daily workload to team members
- Develop positive and safe working environment for staff
- Handle unforeseen situations and resolve issues promptly
- Develop process improvements to enhance quality and productivity
- Ensure staff follow organization policies and regulations
- Manage staff schedules and shifts to meet required operations
- Manage staffing in non-peak periods
- Responsible for opening and closing duties as key card holder
- Authorize voids, discounts and promotions
- Assist with maintaining and monitoring store inventory levels
- Ensure that workplace is maintained; clean and organized
- All other job duties as assigned

Qualifications Required

- 2+ years' experience in a retail setting
- 1 year of experience in a supervisory role required
- 1 year of customer service experience in a retail or restaurant environment
- Must be 18 years of age and able to provide a Qualified Cannabis Worker certificate prior to beginning employment
- High school diploma/GED required
- Ability to work a flexible schedule, including evenings and weekends
- Basic reading, writing and accounting skills required
- Familiarity with CRM systems and practices would be an asset
- Excellent customer service and communication skills needed
- Manages multiple tasks at a time and works well under pressure
- Must be and remain compliant with all legal and company regulations for working in the Cannabis industry
- Cannabis experience is an asset. However, an interest in learning about Cannabis is a must

Individuals interested in applying for this position are requested to send their résumé & cover letter (Please list the job you are applying for in the subject line) to:

Attention: Human Resources

Email: careers@420corp.ca

We value diversity and inclusion and encourage all qualified people to apply. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, and selection process. We encourage all qualified candidates to apply; however, only those selected for an interview will be contacted.