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## Assistant manager - retail and wholesale

**Posted by:** MK Westcoast Floors Ltd.

**Posting date:** 21-Sep-2024      **Closing date:** 20-Mar-2025

**Education:** Bachelor's degree or equivalent experience

**Language:** English

**Job location:** Richmond

**Salary:** \$36 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** YJ5359553

## Job description:

### Responsibilities

#### Tasks

Direct and control daily operations

Evaluate daily operations

Plan and organize daily operations

Manage staff and assign duties

Study market research and trends to determine consumer demand, potential sales volumes and effect of competitors' operations on sales

Determine merchandise and services to be sold

Locate, select and procure merchandise for resale

- Develop and implement marketing strategies
- Plan budgets and monitor revenues and expenses
- Determine staffing requirements
- Resolve issues that may arise, including customer requests, complaints and supply shortages
- Recruit, hire and supervise staff and/or volunteers
- Conduct performance reviews
- Supervise office and volunteer staff
- Negotiate with suppliers for the provision of materials and supplies

## **Experience and specialization**

### **Computer and technology knowledge**

- Word processing software
- Inventory control software
- Electronic mail
- Spreadsheet
- Adobe Acrobat Reader
- MS Outlook

## **Additional information**

### **Transportation/travel information**

- Own transportation
- Valid driver's licence
- Public transportation is available

### **Work conditions and physical capabilities**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Handling heavy loads
- Attention to detail
- Combination of sitting, standing, walking
- Standing for extended periods

### **Personal suitability**

Adaptability  
Analytical  
Collaborative  
Creativity  
Efficiency  
Hardworking  
Proactive  
Time management  
Excellent oral communication  
Flexibility  
Judgement  
Team player  
Patience  
Ability to multitask

### **Benefits**

Parking available

### **How to apply**

**By email:** [mkwestcoastfloorsrichmond@gmail.com](mailto:mkwestcoastfloorsrichmond@gmail.com)