

**Expired**

# Assistant manager - retail

Posted by 1001461 BC Ltd

**Posting Date : 02-Jan-2025**

**Closing Date : 22-Jan-2025**

**Location : Richmond**

**Salary : \$\$30.50 Per Hour**

## Job Requirements

- **Education:** High School Diploma
- **Language:** English
- **Years of Experience:** Fresher (less than 1 year)
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ3150318

## Job Description:

Work setting

- Warehouse

### Responsibilities

Tasks

- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments
- Prepare and submit reports

- Resolve work related problems
- Recruit and hire staff
- Train workers in duties and policies
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Plan, organize and oversee operational logistics of the organization

#### Supervision

- 3-4 people
- 5-10 people
- Shippers and receivers

#### **Additional information**

#### Transportation/travel information

- Public transportation is available
- Willing to travel

#### Weight handling

- Up to 9 kg (20 lbs)
- Up to 13.5 kg (30 lbs)

#### Personal suitability

- Excellent oral communication
- Organized
- Reliability
- Team player

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