



## Sales Supervisor

**Posted by:** Heppy's Pie Lady Inc.

**Posting date:** 14-Nov-2025      **Closing date:** 13-May-2026

**Education:** College, CEGEP or equivalent experience

**Language:** English

**Job location:** Halifax

**Salary:** \$31 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ2824645

## Job description:

### Tasks:

Assign sales workers to duties

Hire and train or arrange for training of staff

Authorize payments by cheque

Order merchandise

Authorize return of merchandise

Establish work schedules

Sell merchandise

Prepare reports on sales volumes, merchandising and personnel matters

Resolve issues that may arise, including customer requests, complaints and supply shortages

Organize and maintain inventory

Supervise and co-ordinate activities of workers

Manage cash

Conduct performance reviews

Supervise office and volunteer staff

**Work conditions and physical capabilities:**

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

**Personal suitability:**

Accurate

Client focus

Organized

Reliability

Team player

Dependability

Ability to multitask

**Computer and technology knowledge:**

iOS

MS Outlook

**Transportation/travel information:**

Willing to travel

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [Infoheppys@gmail.com](mailto:Infoheppys@gmail.com)

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