



## **Assistant Manager - Retail**

**Posted by Outreach Pharmacy**

**Posting Date :** 09-May-2025

**Closing Date :** 05-Nov-2025

**Location :** Nanaimo

**Salary :** \$41 Per Hour

### **Job Requirements**

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1249263

### **Job Description:**

**Assistant Manager - Retail**

**Location:** 250-55 Victoria Road, Nanaimo, BC V9R 5N9

**Salary-** 41.00 hourly / 30 to 35 hours per Week

**Terms of employment:** Permanent employment, Full-time

**Joining Date:** Starts as soon as possible

**Vacancies:** 1 vacancy

**Languages:** English

**Education:** Secondary (high) school graduation certificate

**Experience:** 1 year to less than 2 years

**Work setting:** Pharmacy or drugstore

**Responsibilities**

- Direct and control daily operations
- Evaluate daily operations
- Plan and organize daily operations
- Manage staff and assign duties

- Determine merchandise and services to be sold
- 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
- Oversee payroll administration
- Conduct performance reviews
- Supervise office and volunteer staff

**Supervision: 5-10 people**

**Apply by email:** [hroutreachpharmacy@outlook.com](mailto:hroutreachpharmacy@outlook.com)

**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: [HRoutreachPharmacy@outlook.com](mailto:HRoutreachPharmacy@outlook.com)**

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