

Position Title: Senior Supervisor

Reports to: Store Manager

Liquor Plus is Looking for you! So, who are we? Liquor Plus is a family owned and operated organization on Vancouver Island. We operate with a passion for our products, and a commitment to our customers, and community.

Working for Liquor Plus is a great way to interact with your community, make new friends, and impress people with your wine knowledge. If you're like us, you are interested in learning about the amazing offering of local beers, wines, and spirits, and engaging with customers to help them make great choices!

We Provide:

- Frequent wine + trade tastings
- Team member discount at 8 locations
- Steel toed shoe allowance
- Birthday + anniversary gifts
- Free seasonal t-shirts
- Dynamic workplace + industry experience

Position Summary

The Senior Supervisor position is responsible for assisting the Store Manager in the operation, management, and maintenance of the store.

Key Responsibilities

- Works with Company management to maintain a high level of customer service professionalism and customer confidence within the store.
- Maintains store cleanliness by ensuring all cleaning schedules are completed in a timely manner and all cleaning policies are followed
- Assists store management by ensuring all products are merchandised in a clear and imaginative manner
- Assists store management by ensuring all product is received and stored according to company policy
- Assists Store Manager with price verification and procedures to ensure all products are recorded in the company system and scanning correctly

- Trains staff on Company policies and procedures, enforces policies and monitors staff performance
- Orders products according to the established amounts, order dates, receiving dates and costs, allocating ordering responsibilities and working with the head buyer
- Supports the Store Manager and Operations Manager with product price verification schedule
- Conducts inventory count procedures as assigned by the Store Manager

Other Related Duties

- Ensures manager task list is completed on a daily basis
- Maintains the privacy and confidentiality of all sales and related Information for Liquor Plus and its affiliates
- Participates in establishing and maintaining a prosperous and enjoyable work environment for staff through proper delegation and management
- Adapts employee scheduling to ensure sufficient coverage of duties, and maintain high levels of customer service
- Performs other related duties as assigned

We want our team members to have:

- Previous customer service and/or supervisory experience in a fast-paced environment (2+ years)
- Proficiency at solving problems efficiently and effectively
- Availability to work weekends and evening shifts, including closing shifts

We want our team members to be:

- Confident in their ability to learn about a wide variety of local and foreign products, with passion for the constantly evolving industry
- Delighted in interacting with the community, creating relationships with customers, and providing great service and recommendations
- Committed to working as a team to create a supportive and inviting environment welcoming to all Patrons, and serving them in the most friendly and professional of manners
- Ready to apply their drive and creativity to building attractive and successful displays

Requirements:

- *Must be 19+ Years of Age*
- *Must have Serving it Right Certification*

Working Conditions:

- Standing / Moving for 4-8 hours
- Varied shifts including evenings, closing shifts and weekends
- Lifting and/or Carrying Merchandise up to 25lbs on a Frequent Basis
- Lifting above the Shoulder

If this sounds like you, please visit the career section of our website at <http://liquorplus.ca/discover-the-plus/careers/job-application-form/> and fill out the online application form complete with an upload of your resume. **Discover the Plus+**