



# Example of Store Supervisor Job Description

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Our innovative and growing company is hiring for a store supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for store supervisor

- Perform store opening and closing procedures
- Partner with the Store Manager and Assistant Store Manager in maintaining all standards covering merchandise and floor sets
- Under the direction of the Store Manager and Assistant Store Manager, oversee all areas of inventory control
- Support the Store Manager and Assistant Store Manager, Retail Operations Team and local HR regarding on-boarding and continuous training
- Must have a commitment to follow all Company procedures as they are related to the Purchasing Department
- Inspect the physical condition and count or measure the quality and weight of all items or supplies at the time they are received and before they are placed in the storage
- Document the receipt of items on the purchase orders and packaging slips and then note any discrepancies
- Complete daily non-food and beverage receiving log and submit a daily report with the relevant packaging slips to the accounts payable clerk
- Maintain an up-to-date file of the receiving log and submit a daily report
- Partner with the Store Manager in maintaining all standards covering merchandise and floor sets

## Qualifications for store supervisor

- Committed to excellence and competitive
- Has stamina and patience in conducting long hours of inventory/actual counting of stock items
- Flexible in working in shifting schedule and rendering OT
- Work with Semiconductor Company for at 2 years