



WE ARE RECRUITING



SHOP SUPERVISOR

ROLE AND RESPONSIBILITIES

- Ensure that Operational procedures are respected by team
 - Storage of products,
 - Cleaning procedures,
 - Operational tasks
- Ensure Cash Control Procedures are respected: Opening & closing including cash management & reconciliations.
- Stock Control
 - Ensure timely re-ordering of stock to avoid shop being out of stock
 - Control and monitoring of deliveries,
 - Stock Inventories & DLC monitoring
- Team Management: Roaster Planning, Leaves monitoring, Allocation and monitoring of tasks to ensure quality service delivered as per standards
- Assist the Shop Manager to ensure that
 - Sales Objectives are met
 - Expenses are under control
 - Profitability objectives are met
 - Preparation of necessary reporting to management.

PROFILE

- Minimum HSC or equivalent qualification
- Experience in similar supervisory role
- Capacity to act as a Team Leader
- IT Competency:
 - Microsoft Office: Excel, Word, Power Point, Outlook
 - Experience in D365 Microsoft Dynamics or any other ERP (Sage, Pastel ect) would be an advantage
 - Experience in the use of POS (front end & back end) would be an advantage
- Rigorous & disciplined
- Organizational skills
- Time management
- Promoter for animal welfare

Those interested are requested to send their application by October 15, 2025
to the Human Resources department, Gentilly, Moka | Phone: 404 9000

Email: recruitment.avipro@eclosia.com

Only the best candidates will be invited to a job interview