

Palo Seco Variety Store Ltd

1048-1050 S.S Erin Road, Palo Seco

Tel: 483-2941

Requires:

STORE MANAGER

Job Duties & Responsibilities:

- Overseeing the daily operations and ensuring the business runs smoothly and profitably
- Overseeing cash registers, managing daily transactions, and ensuring accurate financial reporting.
- File proper government taxes and for employees.
- Handling customer inquiries, complaints, and ensuring a positive shopping experience.
- Assist in month end close process to ensure timely and accurate retail financial statements
- Developing, leading and executing purchasing strategies between Trinidad and Chinese companies.
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness
- Crafting negotiation strategies and closing deals with optimal term

Experience and Education requirements:

- High school diploma or equivalent
- Retail experience (min 2 years)
- Previous experience in direct purchasing of materials and ingredients- including developing and negotiating supplier contracts in China
- Applicant must have previous experience with sourcing and vendor management with Chinese companies.
- Experience with Cash handling and point-of-sale (POS) systems, Inventory control and stock management, Sales and customer service.
- Ability to manage staff, solve problems, and meet sales targets.
- Good Command of spoken/written English/Mandarin.

Interested applicants must send application and resume to the employer address below **before 15th April, 2026:**

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Applicants are also required to submit a copy of their

application to: Chief Manpower Officer, Ministry of Labour, Small and Micro Enterprise Development, Duke Place, 50-54 Duke Street, Port of Spain or email to cmo.resumes@gov.tt