



Assistant Manager

Jerky Labs LLC
46-178 Kahuhipa Street, Space K-2
Kaneohe, HI 96744
(808) 551-9227

Job Details

As Assistant Manager, you will ensure that manufacturing equipment and tools function properly and efficiently, you will support warehouse operations to ensure that all incoming and outgoing inventory is processed according to schedule, and you will support retail operations to hold events and attract and retain customers to meet their shopping, including (but not limited to) the duties below:

General Duties:

Staff Scheduling

- Assign duties to staff based on their areas of expertise, to ensure that they make use of their knowledge to render best services
- Create a work schedule for staff to follow, seeing to it that they adhere strictly to their shifts and assist upper management to execute disciplinary actions to members of staff who are absent on their shifts and duty posts, to promote customer friendliness among staff
- Review workers' performance with upper management at the end of every month to evaluate their performances, identifying areas with low performances to work on

Sales & Marketing

- Increase sales by researching consumer needs, identify products that are high in demand, and make them available to customers who are likely to purchase them
- Research competing stores to get information relating to products, styles, prices, and services, and implement details of useful findings in the store to improve the quality of service delivery
- Increase sales by embarking on sales promotions, showcasing new and existing products to customers at good rates to make them aware of all products available while promotions last
- Increase customer loyalty
- Handle customer complaints in a cordial manner, creating mutual benefits to both the store and customers, and implement customer suggestions on how to render better services in the store
- Answer customers' questions about products and supervise the loading of products bought
- Maintain good hygiene by ensuring that the store is constantly cleaned by workers designated to the task, putting away dirt
- Create a safe atmosphere by implementing safety measures for the protection of workers and customers, and handle emergencies promptly to prevent loss of lives and properties.
- Supervise maintenance and overall appearance of all production and retail spaces

Retail/Events

- Training new employees and providing ongoing education for employees working events
- Assist upper management with retail presence, including inventory for events and loss prevention
- Assist upper management with creating advertising campaigns and/or retail promotions to attract new customers and retain current customers



Work Environment:

- The production areas have moderate to loud noise levels.
- Production areas are temperature controlled, which may include cold or hot environments.
- You may be required to work overtime, which may include Saturdays, or the possibility of working in multiple departments to support operations as needed.

Education, Experience and Additional Requirements:

- Proficient Computer (email, spreadsheets, etc.)
- Ability to read, write, comprehend, and interpret documents
- Accounting/Bookkeeping skills
- Interpret/Analyze Financials
- Develop/ Manage Budgets
- Delegate/Direct/Implement
- Suggestive Selling/Knowledge of Products
- Detail Oriented

Shift and Schedule

Job Type: Full-time
Flexible shifts/hours

Compensation

Pay: Hourly Salary (negotiable)
Supplemental Pay: Bonus pay

Benefits:

- Dental insurance
- Health insurance
- Vision insurance
- Access to company vehicle
- Flexible hours