ASSISTANT SALES MANAGER

ON MARTHA

part time

EST. 2011

REQUIREMENTS

- -previous retail or sales management experience
- -ability to work a flexible schedule
- -experience in handling customer service issues
- -computer & technology savvy (specifically with mac products)
- -passionate about working with customers and providing an above & beyond shopping experience
- -ability to adapt quickly and jump in where needed
- -detail-oriented
- -positive & team players ONLY
- -familiarity with packing and shipping a plus

RESPONSIBILITIES

- -day to day management of sales & shipping associates
- -promptly welcome customers as they enter the store and inquire how you can best help them
- -open and close stores and perform daily checklist
- -complete transactions in store, online & special order requests
- -prep and price merchandise for display
- -stock and manage inventory
- -restock & replenish merchandise when needed
- -help organize and maintain a clean and happy environment throughout the store
- -be knowledgeable and ready to share information about all store products and designers behind them
- -lead the sales floor in executing daily, weekly & monthly goals
- -communicate with vendors
- -manage transfers, product damages and reconcile invoices
- -run and provide sales reporting to Mandy on a monthly basis
- -assist in preparing & working events & workshops

BENEFITS

- -premium (we're talking the best of the best) health benefits with 50% monthly premiums paid by WOM
- -competitive pay with a bonus structure
- -paid vacation & holiday time off