

ASSISTANT STORE MANAGER – DEADLINE FOR APPLICATIONS 23.02.20

Location: Brighton

Required: CV & Covering letter

Job Description

With a carefully curated selection of menswear, womenswear and lifestyle products from across the globe, ODE has cemented its place in the Brighton Lanes – creating a welcoming and laid-back store.

Since we opened our doors back in 2014, ODE has been a reflection of the brands and makers who inspire us, and we are proud to be the only UK stockist of a number of labels.

Working with and supporting both independent and young designers; we value discovering new talent and those who place importance on sustainability and gender-neutral clothing.

Responsibilities

- **Sales:** Commercial focus to drive sales.
- **Customer service:** Able to communicate effectively with customers and to maintain and develop relationships with regular customers.
- **Stock:** Manage deliveries and up keep of stock inventory with precision. Manage stock room and implement regular stock checks
- **Visual Merchandising:** Maintain high level of visual Merchandising across the store
- **In store:** Oversee store operations and ensure cleanliness and presentation standards of ODE are met.
- **Issues:** Oversee customer requests/complaints/issues and communicate with brands regarding faulty products or customer issues.
- **Online:** Oversee online orders and online returns/exchanges
- **Training and development:** Train new team members and implement new store guidelines.
- **Social Media:** Assisting with creating content and managing social media accounts.

Skills

- Excellent organisation and analytical skills
- Ability to manage your time as well as others
- Great social and interpersonal skills
- Eye for detail
- Copywriting
- A 'Can do' attitude at all times

Experience

- Proven Management retail experience.
- Experience in premium fashion or independent retail
- Visual Merchandising of a store

Requirements

- Ideally Shopify literate or experience of using a similar system
- Understanding of Instagram and social media

- Understanding of ODE and ethos of store
- Understanding and knowledge of ODE brands
- Keen interest in fashion & design
- Interest in photography and styling

Why you want to work for us

- Incentive scheme
- Staff discount
- Get to work with a great team by sea!

Please send applications with CV and Covering Letter to: info@ourdailyedit.com
and in the subject line use the title: ASSISTANT STORE MANAGER

About ODE

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Our Daily Edit

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