

ASSISTANT STORE MANAGER – DEADLINE FOR APPLICATIONS 25.03.21

Location: Brighton

Hours: Full Time (including weekends)

Required: CV & Covering letter

Job Description

You will be working alongside a small team and reporting to the Manager and the owners.

We are looking for an outgoing, personable and confident person who can interact comfortably with customers and co-workers, whilst maintaining an eye for detail regarding the general management and appearance of the store.

Given the size of the store and nature of the job this means that alongside the day to day management there will also be potential to be involved with other areas of the store including creating content, merchandising & more.

Responsibilities

- **Sales** – Commercial focus to drive sales.
- **Customer service** – Able to communicate effectively with customers to maintain and develop relationships with regular customers.
- **Team Management** – Motivating and managing the sales team to achieve strong sales and to ensure an enjoyable environment to work in.
- **Visual Merchandising** – Maintain high level of visual Merchandising across the store
- **In store** – Ensure cleanliness and presentation standards of ODE are met.
- **Issues** – Support the Manager with customer requests/complaints/issues and communicate with brands regarding faulty products or customer issues.
- **Online** – Assist in online orders and online returns/exchanges
- **Training and development** – Train new team members and implement new store guidelines.
- **Social Media** – Assisting with creating content.

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
- Managing a team

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

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.

Our Daily Edit

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