

HAMMER MADE

Title	Assistant Store Manager	Reporting to	Store Manager
Location		Start Date	1/1/19
FLSA status	Exempt	Status	Full-time

Hammer Made is a growing Minneapolis-based men's clothing designer with a distinctive collection of limited-run shirts, apparel and accessories. With ten retail stores in five major U.S. markets and a rapidly-growing e-commerce presence, Hammer Made is looking to hire an Assistant Store Manager to bolster our growing team.

Job Summary: The Assistant Manager is responsible for supporting the Store Manager in all aspects of the retail store operation including sales driving strategies to meet monthly sales goals. Assistant Managers embody the Hammer Made brand, live out the mission and values and support the coaching and development of their team to produce results and give an exceptional sales floor experience.

Essential Job Duties (reasonable accommodations may be made to enable individuals with disabilities to perform essential duties).

Leadership Skills

- Motivates and inspires the team by delivering a compelling vision and purpose that encompasses the Hammer Made core values
- Leads by example driving sales and communicating clear expectations to the team for achieving all brand, performance and behavior standards.

Achieve Sales Results / Support Creation of Strategies to Drive Sales

- Demonstrate sales leadership for staff by playing an active role on the selling floor
- Achieves monthly minimum personal sales goal
- Coaches and develops team to meet individual sales goals and drive business performance
- Assists with promotion of in-store events and promotions to increase customer base and build the Hammer Made brand
- Assists in the creating and disseminating of clientele systems while building and maintaining personal clientele data base

Recruiting and Staffing

- Actively recruits to ensure store is consistently staffed with the required number of employees
- Partners with manager to recruit top talent who consistently meets or exceeds personal sales goals
- Adjusts staffing levels to reflect seasonal and traffic trends

Maintain Store Operation Excellence

- Supports the manager to achieve all financial objectives; payroll, profitability , sales goals
- Manages transactions and cash for accuracy. Ensures deposits are processed in accordance with cash management expectations.
- Completes daily store log
- Leads visual merchandising initiatives. Executes and ensures a top quality, appealing merchandise assortment that promotes effective sales and store traffic.
- Responsible for order management of designated merchandise
- Assists in managing store inventory
- Ensures image and grooming standards are professional, reflective of the brand image and adhered to at all times
- Inspires team by creating passion around product and current trends

Competencies

1. Interest and knowledge in fashion and the men's apparel industry
2. Demonstrated leadership skills
3. Excellent selling skills
4. Effective organization skills
5. Strong communication skills (verbal and written) including strong relationship building skills
6. Ability to prioritize and delegate tasks and responsibilities
7. Problem solving and analytical skills that can adapt in an ever-changing retail environment
8. Regular and predictable attendance

Education and Experience Requirements

- Bachelor's degree in a business-related field or equivalent business experience
- 1-3 years previous management experience preferred - retail apparel industry preferred
- Proficiency in Microsoft Office or Google Office Suite
- Proven ability to motivate sales force and drive results by fostering teamwork, empowerment and collaboration

Supervisory Responsibilities: Along with the Store Manager, this position provides guidance and coaching to full and part time Stylists.

Work Environment This job operates in a retail store environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical requirements include: standing and being mobile on the sales floor for extended periods of time, walking, stooping, and occasionally lifting up to 50 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work: This is a full-time position with hours scheduled at variable times and days each week to meet business needs. Schedules include day and evening shifts, week-ends and holidays.

Travel: This position does not include out of town travel.

Interested applicants should apply on-line at: <https://www.hammermade.com/careers>