

Sara Campbell Ltd
Job Description
Assistant Store Manager

Overview

Responsible for driving sales through exceptional customer service, staff development, operations, and merchandising

Customer Relations and Sales

- Develops and maintains relationships with top customers
- Ensures prompt customer follow-up on problems, questions, and special orders

Events

- Drives business by staying informed on community events
- Coordinates events
- Participates in events

Responsibilities to Staff

- Motivates staff to increase sales through creative contests, goal setting, and constructive feedback
- Conducts fit sessions and ensures product knowledge

Physical Store

- Consistently ensures floor is well stocked with merchandise, appears clean, inviting, and fresh
- Accurately checks merchandise in, transfers merchandise out, and keeps detailed records

Supporting the Brand

- Maintains company vision of a fun yet professional shopping experience

Additional

- Must be willing to work weekends and Holidays
- Must be a team player and be willing to work in neighboring departments when asked

Prerequisites

- College degree
- Computer skills
- Organized, energetic, responsible, honest
- Excellent communicator
- Customer focus