

JOB TITLE: Assistant Store Manager

REPORTS TO: Store Manager or Area Manager

STATUS TYPE: Full Time

POSITION OVERVIEW:

This position is responsible for assisting the Store Manager with staff development, effective sales execution, operations, merchandising and selling expenses within the store. Possessing extensive product knowledge, the successful Assistant Store Manager has excellent communication skills as well as a passion for fashion and team-work. This position leads and inspires all store associates to achieve or exceed personal and store goals, while committed to consistently excellent guest service and full compliance with all Company policies and procedures. This position typically aspires to a Store manager position and develops accordingly.

REQUIREMENTS:

Sales and Guest Services:

- This position leads by example in all areas of sales, merchandising and guest services standards and encourages the sales team to be accountable to these same high standards.
- Achieves or exceed all personal sales and productivity goals while assisting the Store Manager with managing loss prevention, payroll, and operating cost.
- Provides respectful, dynamic service to the guest throughout the store, including product and fit knowledge, and trends.
- Have great communication skills and email skills to build and maintain guest relationships.
- Maintain organization and housekeeping standards in all areas of the store.

Human Resources Management:

- Ability to assist the Store Manager with effective recruiting, training, supervising and developing a highly qualified store staff. Demonstrates strong communication skills to Store Manager and Corporate and Retail partners. Maintain high level of honesty and integrity. Maintain a high degree of confidentiality.
- Ability to effectively and professionally collaborate with and communicate information to all Corporate and Retail Partners as well as to guest through all permissible media, including email and telephone.
- Demonstrates compliance with all Company policies and procedures as well as with all organizational, training, loss prevention and human

- Demonstrates compliance with all Company policies and procedures as well as with all organizational, training, loss prevention and human resources standards. Partners with the Store Manager to resolve any incidents of non-compliance.
- Ability to act as a leader of your store and inciting others to offer the best guest services possible.

OPERATIONS:

- Assist Store Manager with ensuring that stores are merchandised in accordance with Buyer for maximum sales impact; floor sets are well planned and executed in a timely manner; and that visual are maintained and reflect company standards.
- Assists with managing the store's schedules and ensuring timely and accurate completion of all necessary paperwork, email blast, and marketing in and around your business area to build the business.
- Ensure all administration ie: register, payroll, and inventory control, receiving and checking in of product are followed.
- Perform additional job duties/responsibilities as assigned.

QUALIFICATIONS:

- Education: High School diploma or equivalent required. College degree preferred but not required.
- Experience: At least 1-2 years of retail management experience preferred.
- Ability to work days, nights, holidays and weekends according to the needs of the business.
- Ability to work independently, prioritize responsibilities and multi-task with an appropriate level of urgency.
- Have working knowledge of basic retail math functions, computer skills, email skills and communication skills and phone equity.
- Physical requirements include the ability to stand and walk for extended periods of time, effectively maneuver within all areas of the sales floor and stockroom, carry, push or pull 15-30 pounds. Operate all store equipment as needed, ladder, AC, TV's, computers, DMX system.

