



JOB POSTING – ASSISTANT STORE MANAGER

Full Time Position

Job Title: Assistant Store Manager – Full Time Position
Reports To: Store Manager
Date: Summer / Fall 2021

About Mirena's Fashions

One Step Ahead For All Your Dancewear Supplies!

Mirena's Fashions Inc. is a Canadian Company established in 1996. Mirena's was originally started solely for the purpose of making custom costumes. It quickly expanded into providing apparel, footwear, accessories and so much more to meet all the needs of dancers, gymnasts, and figure skaters.

You can shop in our store or online. You will find a great selection of merchandise; dancewear, tights, shoes, figure skating attire and gymnastics suits.

Specific Accountabilities (Responsibilities)

Supporting a high-quality and team-oriented work environment

- Managing staff and assigning duties
- Serving as a role model to the MF team members
- Providing enthusiastic, motivational leadership
- Conducting store meetings and team updates
- Maintaining up-to-date knowledge of merchandise and promotions
- Offering constructive criticism in a respectful and helpful manner when appropriate

Meeting customer service standards

- Resolving customer issues and complaints
- Consistently demonstrating appropriate selling behaviours to meet and exceed customer expectations
- Building long-term, quality relationships through regular communication with existing clientele and attracting new clients
- Consistently offering product knowledge, advising customers on the use and care of merchandise, and providing advice to enhance service experience

Ensuring the store is operated in a competent fashion

- Managing the day-to-day operations of the store
- Responsible for the display of merchandise
- Maintaining housekeeping standards
- Inventory control
- Following all MF policies, procedures and practices



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Cash duties

- Establishing and identifying the price of merchandise and tabulating clientele's bill
- Receiving payment by cash, credit card or automatic debit
- Calculating total payment received and reconciling total sales
- Authorizing return of merchandise and exchanges, preparing credit notes and deposit slips

Job Requirements

- Some post-secondary education preferred
- Past retail experience preferred
- Excellent oral and written communication skills
- Friendly and customer-focused
- Team-player who possesses strong leadership qualities
- Self-motivated and adaptable
- Excellent organizational and planning skills, with the ability to prioritize
- Critical thinker with decision-making ability
- Good problem-solver with excellent numeracy skills
- Computer literate: proficient in Microsoft Word, Excel, Publisher, Outlook
- Ability to work the off Friday evening and Saturdays
- Knowledge of dance and the dance industry is an asset
- Recent graduates with a keen interest in retail are welcome to apply

Additional Information:

This job description may not be inclusive of all responsibilities necessary to contribute to the success of Mirena's Fashions and is subject to change from time to time.

Mirena's Fashions is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and customers.

How to Apply:

Please send your resume and a cover letter to mirenafashions@bellnet.ca. NO PHONE CALLS PLEASE. Only successful applicants will be contacted for an interview.