

Assistant Manager

Reports to: Store Manager

Classification: Exempt / Salaried

Date: 2005

Job Summary:

To assist in a first line management capacity, administering and authorizing company policies and procedures.

This position reports directly to the Manager and is responsible for: overall store operations and all employees.

Essential Functions:

1. Provides customers with outstanding service through friendly, quick and accurate assistance.
2. Supervises and coordinates the activities of all store staff, recommending measures to improve performance and increase efficiency.
3. Recommends or initiates personnel actions such as hiring, promotions, transfers, discharges, disciplinary measures; trains new and current employees.
4. Assists in planning, directing, and coordinating safety and loss prevention programs.
5. Assists in the analysis of financial impacts of risks on the company within authority, managing inventory and implementing appropriate techniques to minimize shrink.
6. Performs all basic job functions such as, operating register, bookkeeping, scanning, operate pallet jack, tow motor, price changes, setting ads, merchandising and checking in freight
7. Confers with management to identify, plan, and develop methods and procedures to obtain greater profit and efficiency in our business.
8. Prepares and submits various management reports and employee work schedules.
9. Reviews ads, circulars and bulletins to keep current on price changes in the store.
10. Must be able to work evenings, week ends and holidays.
11. Weight lifting capability up to and includes 80 lbs.
11. Other duties and responsibilities may be required as assigned.

Additional Responsibilities:

Completes special projects directed by the store manager and additional responsibilities may be assigned throughout the store at any given time.

Minimum Requirements of Training and Experience:

Ideal candidate must have at least 1-3 year's retail experience; proven leadership skills with ability to motivate, develop, and train store personnel. Must have strong customer service, sales, and organizational skills.