

Assistant Store Manager FT

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Company: Lids

Location: San Juan

Category: arts-design-entertainment-sports-and-media

About Our Company

General Position Summary

Generate Sales

Produce sales gains, by providing customer service.

To meet or exceed Company Objectives in all individual statistics.

Learn to provide consistent, documented appraisal of an associate's sales performance. Provide support by giving feedback on areas of strength and opportunity while keeping in line with Company Objectives.

Adhere to current visual guidelines includes: proper merchandising, signage and store cleanliness.

Maintain a professional appearance consistent with Company Dress Code Policy.

Principle Duties and Responsibilities

Control Expenses

Protect Company assets within guidelines of LIDS Retail policies.

Assist in preparation of store work schedules that provide proper store coverage and

are within the Company guidelines for wage control.

Follow all policies to accurately manage store inventory including receiving, transferring, completing price change and conducting product counts.

Complete accurate product counts in a consistent and timely manner.

Perform proper documentation and record keeping per LIDS Retail policies as well as state and federal laws.

Open and close the store as required following the procedures per the Operations P&P Manual.

Additional Principal Duties and Responsibilities

Supervise Associates

Act as Store Manager on duty for any employee scheduling issues, customer complaints, etc. when Store Manager is not present

Manage store associates through thorough use of LIDS Training Programs, goal setting (for sales and tasks), and regular follow up when Store Manager is not present.

Administer the progressive steps of discipline to include verbal and written warning in the absence of the Store Manager.

Responsible for scheduling and staffing the store including calling in associates to work in unexpected peaks when the Store Manager is not present.

Participate in LIDS Training Programs, adhere to set goals (for sales and tasks) and regular follow up.

Assist in recruiting and training store personnel on proper store operations and procedures.

Encourage store associates' direct compliance of established company policies, procedures and guidelines including (but not limited to) safekeeping of company inventory, funds and property.

Perform work of subordinates as needed.

Communicate with employees at all levels of the company.

Other duties as assigned.

Job Required Knowledge & Skills

High school diploma or equivalent plus one year relative experience.

Established ability to produce sales results while minimizing loss.

Strong interpersonal skills and the ability to communicate verbally in a clear professional manner.

Ability to operate a computer, as well as maneuver relative software programs.

Ability to lift up to 50 pounds.

Ability to climb a ladder and work with hands overhead.

Standing required for up to 100% of the work time.

Ability to work unsupervised.

Preferred Job Required Knowledge & Skills

Assistant store managers can earn up to 45% above local minimum wage based on experience. Exact compensation may vary based on skills, experience, and location. FT Assistant Store Managers are also eligible for monthly store sales bonuses and a 40% employee discount. Full-time employees are eligible for a full range of benefits including Paid Time Off, health, vision, dental, and 401(k).

Education

High School Graduate or Equivalent

Reports To

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Generated on: 2024-04-28 by Expertini.Com