

## **Job Description**

### **ASSISTANT STORE MANAGER LEVEL 1**

#### **JOB OBJECTIVE**

Support the Store Manager in all tasks necessary to the efficient operation of the store. Provide prompt and courteous “best in class” service to customers in order to maximize sales and customers service, to promote the company’s image of high quality and professionalism.

#### **STATUS**

Reports directly to the Store Manager and works closely with the Director of (Company-Owned) Retail. Leads and represents an integral part of the store team to create a healthy and pleasant atmosphere, in which employees are fully engaged ambassadors of the Birkenstock brand and highly motivated to achieve company goals and surpass their personal sales goals.

#### **KEY JOB FUNCTIONS**

- Support the Store Manager in the supervision of Sales Associates and all other employees essential to the efficient operation of the store.
- Maximizes store sales while ensuring the highest level of customer satisfaction is provided.
- Ensure that all employees comply with company policies, practices, and procedures.

#### **JOB DUTIES**

- Ensure that all personnel practice professional salesmanship according to company policies and procedures, to achieve maximum sales and provide the highest level of customer satisfaction.
- Adheres to and enforce loss prevention and security policies, credit policies and procedures i.e. credit cards, check approvals, employee purchases, deposit logs, return and exchange policies.
- Works collaboratively with all internal and external customers to ensure team harmony and focus on the business is maintained at all times.
- Ensure that all merchandise is properly ticketed and attractively displayed and maintains the section(s) that he/she is responsible for in accordance with company standards.
- Communicates stock replenishment needs to Store Manager.
- Enforce store policies and procedures.
- Supports the Store Manager in all essential duties necessary for the efficient operation of the store.
- Complies with all company policy and procedures.

#### **PAY**

- **\$22-\$24/Hour + commission**

#### **QUALIFICATIONS (MINIMUM QUALIFICATIONS REQUIRED TO PERFORM TASKS)**

- Related work experience: six months of selling experience (retail or service industry)
- Physical requirements: able to bend, climb ladders, lift and move boxes up to 35 lb.
- Other qualifications:
  - Strong leadership to motivate and work collaboratively to achieve sales objectives
  - Excellent verbal and written communication skills
  - Service Oriented
  - Fashion Oriented
  - Willing to work retail hours

Birkenstock reserves the right to change, alter, or amend the job duties of employees at its sole discretion with or without notice.