

ASSISTANT STORE MANAGER (Chestnut Hill)

JOB OBJECTIVE

Support the Store Manager in all tasks necessary to the efficient operation of the store. Provide prompt and courteous service to customers in order to maximize sales and customers service, so as to promote the company's image of quality and professionalism.

STATUS

Reports directly to the Store Manager and works closely with the Manager of Retail Operations. Represent an integral part of the store team and through their participation creates a healthy and pleasant atmosphere, in which employees are motivated to achieve company goals and surpass their personal sales goals.

KEY JOB FUNCTIONS

- Support the Store Manager in the supervision of Sales Associate and all other employees essential to the efficient operation of the store.
- Maximizes personal and store sales by providing the highest level of customer satisfaction.
- Ensure that all employees comply with company policies, practices and procedures.

PAY

\$25-\$27/hr + commission

JOB DUTIES

- Ensure that all personnel practices professional salesmanship according to company policies and procedures, in order 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.
- Recruit, interview, hire new employees to fit company and seasonal needs
- Train new employees and provide ongoing education/updates and changes for the whole staff
- Create zone charts and provide daily plans and goals for staff via KPI's and company standards
- Process payroll on a bi-weekly basis working cross functionally with HR
- Ensure that all merchandise is properly ticketed and attractively displayed and maintains the section(s) that they are 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.
- Partner with store manager to review business analytics on a quarterly basis
- Complies with all company policy and procedures.

QUALIFICATIONS (MINIMUM QUALIFICATIONS REQUIRED TO PERFORM TASKS)

- Related work experience: at least two years 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 and ability to motivate people in order to achieve sales objectives
 - Excellent verbal and written communication skills
 - Service Oriented
 - Fashion Oriented
 - Willing to work retail hours

Please send resume to careers@birkenstockusa.com and the subject line should read "Assistant Store Manager Chestnut Hill".

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