



## Assistant Store Manager

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
Retail	President	Non Exempt	JW	JW	2016-10-11

### Job Summary

- Works with department managers, store managers and other assistant managers as part of the management team.

### General Accountabilities

- Assists in recruitment and hiring of most qualified applicants.
- Conducts orientation and trains new hires in execution of daily tasks.
- Maximizes sales and measures sales performance on a daily basis.
- Coordinates sales promotions and pricing of merchandise.
- Oversees floor moves, preparation of merchandise displays and presentations, exercising judgment and discretion in applying merchandising concepts and guidelines.
- Managing shipping and receiving activities.
- Facilitates communication between managers and staff.
- Coordinates movement of merchandise onto floor.
- Assists in solving store problems that effect store service and efficiency.
- Locks and secures store.
- \*The company reserves the right to add or change duties at any time.

### Job Qualifications

- Education: High school diploma or equivalent
- Experience: At least 1 year of related experience

### Skills

- Excellent verbal and written communication
- Problem solving
- Management
- Service orientation
- Active listening
- Social perceptiveness