



# JOB DESCRIPTION

Title: **ASSISTANT MANAGER**  
Status: Part-Time/Hourly/Non-Exempt

## **Management**

- Learn and provide back-up on various management functions
- Operation of store in manager's absence
- Assist in training new sales staff, retrain on new policies/procedures
- Lead support for stationery and jewelry categories
- Participate in managing conflict resolution & finding positive solutions
- Create positive & respectful environment for customers & employees
- Demonstrate excellent communication skills, flexibility and delegation ability

## **On-Floor Supervision**

- Provide excellent customer service, act as role model
- Assist in troubleshooting day-to-day staffing/scheduling issues
- Ring sales, authorize and perform returns
- Assist merchandisers with projects and floor moves
- Open/close store according to store procedures
- Delegate daily duties to staff
- Provide on-going product information to staff
- Help troubleshoot (computers, equipment, maintenance issues)

## **General Store Support**

- Assess and prioritize general store functions in manager's absence
- Flexibility to float between stores
- Provide lead supervisory support during manager vacations, transitions, scheduling shortages
- Conduct stationery training for new managers and staff to ensure category maintained according to buyer /company standards
- Assist in monthly markdowns/damages
- Assist in efficient inventory management of store supplies
- Maintain a clean/orderly store (sales floor/cash wrap, backroom/basement, exterior of store)

## **Misc.**

- Assist in special projects, maintenance, cleanup and reorganization as needed
- React timely to fast-paced, ever-changing retail environment
- Additional schedule availability required during retail holiday seasons
- Act as a back-up contact with alarm company & respond to alarm events as necessary
- Availability outside of scheduled shift to troubleshoot store events

**Requirements:** Flexibility with scheduling availability; willingness to fill in at other stores.