



Retail Assistant or Assistant Store Manager Position Description

TITLE: Retail Assistant or Assistant Store Manager

DEFINITION: The position of Assistant Store Manager is responsible to the Store Manager.

DISTINGUISHING CHARACTERISTICS: This position is required to work within the framework of ReStored mission and thrift store's objectives. It is the Assistant Store Manager's responsibility to generate optimum sales volume and profit. There will be an annual evaluation and this job description is open to revision.

EXAMPLE OF DUTIES:

1. Establishes daily sales objectives and works toward their achievement.
2. Communicates the sales objectives to store personnel, exercising skills to achievement.
3. Implements distribution to the community in accordance with policies and procedures established by the Board of Directors.
4. Responsible for all cash management in accordance with ReStored policy with regard to bank deposits, daily receipts and the preparation of cash register, etc.
5. Responsible for daily control of all controllable expenses.
6. Conducts performance reviews at regular intervals with all full and part-time employees and volunteers as needed.
7. Conducts periodic store meetings to inform and to communicate store goals and concerns to store personnel.
8. Monitors customer service to insure a sincere, warm and friendly atmosphere.
9. Displays merchandise in an appropriate and timely manner to generate sales, continually altering displays so that maximum exposure of merchandise can be attained. Promotes specific items by utilizing feature display areas and verbally suggestive selling.
10. Recommends special sales promotions centered on local occasions and special events and coordinates its implementation with the Stores Operations Manager.
11. Monitors the receiving and pricing of merchandise to ensure all merchandise is properly accounted for, and that merchandise is properly priced, ticketed and displayed.
12. Directs all employees and volunteers.
13. Maintains awareness and assures a warm and friendly atmosphere exists with all store personnel and volunteers.
14. Maintains an awareness of local consumer needs/desires, and communicates them to the Stores Manager.

15. Ensures the telephone is answered in an efficient and courteous manner offering assistance to the caller as needed.
16. Conducts comparison shopping of stores in area and reviews competition with Store Manager.
17. Trains all store personnel in accordance with personnel policies, store policies and job descriptions.
18. Performs other related duties assigned by the Stores Manager.

QUALIFICATIONS

Knowledge of: Basic merchandising principles and supervisory skills.

Ability to: Learn, apply and interpret policies related to the operation of ReStored
Communicate effectively with staff and the general public. Deal effectively and openly with staff, achieving results through positive human relationships. Write required reports in an intelligible manner. Maintain accurate accounting of all financial transactions. Price merchandise according to current rates and economic demands.

EXPERIENCE:

Progressively responsible merchandising experience and basic skills in personnel supervision.

EDUCATION:

A high school or GED equivalent is preferred. A college degree in business administration, accounting and additional training in merchandising and sales is a plus.