



Assistant Store Manager Job Description

Reports To: Store Manager

Supervises: Key holders and Sales Associates

Status: Full-Time

We are looking to grow our team and are excited to be the one stop shop for all Bulldogs apparel & accessories! We offer a flexible schedule, generous employee discount up to 50% off, a 401k plan, time off and insurance benefits, & much more! We are committed to investing our time into all employees to help them learn and grow into knowledgeable team members with the opportunity for advancement within the company. Apply now to discuss opportunities for your next career!

Responsibilities:

Leadership

- Motivate the team by communicating the company vision
- Show a strong passion for the company brand and help set the standard for running the daily business
- Participate in productive monthly staff meetings

People Development

- Recruit, hire, train, and develop a high energy and high performance team that provides a superior customer experience
- Coach team members in their job responsibilities to increase confidence and productivity
- Ensure that all team members adhere to all employment policies
- Recognize performance issues and assist the Store Manager in the development of action plans
- Assist the Store Manager in the performance review process
- Create a fun and exciting atmosphere for customers to shop in and for employees to work in

Visual Merchandising

- Manage the efficient process of merchandise receipt, processing, merchandise placement, replenishment, and markdowns
- Maintain high standards of a clean and neat sales floor, cash wrap, and fitting rooms

Performance

- Be able to open and close the store, handle deposits, and follow daily operations and expectations
- Ensure that all E-commerce orders are filled and processed per company standards quickly and efficiently

- Strive to achieve daily, monthly, and annual sales goals
- Strive to achieve shrink goals
- Maintain operational standards to secure the store's assets
- Assist the Store Manager in achieving UPT, ADS, and E-Mail Capture goals
- Assist the Store Manager in proper scheduling practices

Qualifications:

- Minimum high school degree or equivalent
- Minimum 1 year retail management experience
- Ability to lead a team, delegate, and follow-up
- Ability to train and develop employees
- Ability to work well within a team
- Ability to work in a fast-paced environment
- Ability to work a schedule based upon the business needs – including holidays, nights, and weekends.
- Strong verbal and communication skills

Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.