



Keyholder Job Description

Reports To: Store Manager and Assistant Store Manager

Supervises: Store Associates

Status: Part-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:

- Ability to open and close the store and handle deposits
- Ability to lead, delegate, and follow-up on store associates
- Partner with the Store Manager and Assistant Store Manager in the overall day-to-day operations of the store, product placement, and achieving sales goals as well as UPT, ADS, and E-Mail Capture goals
- Assist in the training of the staff on company policies and procedures
- Assist in daily merchandise replenishments
- Maintain high standards of a clean and neat sales floor, cash wrap, fitting rooms, and an organized stockroom
- Maintain a superior customer experience and provide excellent customer service to every customer
- Partner with the Store Manager and Assistant Store Manager to ensure protection of all company assets
- Ensure that all E-commerce orders are filled and processed in a timely manner per company standards (as needed)

Qualifications:

- Must be 18 years or older
- Previous retail experience is preferred
- Must be able 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.