



## **Store Manager Job Description**

Reports To: District Manager

Supervises: Store Management 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
- Communicate clear expectations and hold all employees accountable for achieving goals
- Be passionate about our employees, customers, and our brands
- Give clear division of responsibilities to management staff
- Hold productive and informative monthly staff meetings to address all areas of the business

#### ***People Development***

- Recruit, hire, train, and develop a high energy and high performance team that provides a superior customer experience
- Consistently assess performance and provide feedback to associates through performance reviews
- Recognize performance issues and develop action plans in a timely manner
- Coach team members in their job responsibilities to increase confidence and productivity
- Ensure that all team members adhere to all employment policies
- Create a fun and exciting atmosphere for customers to shop in and employees to work in

#### ***Visual Merchandising***

- Supervise and direct all merchandise processing
- Achieve excellence in the execution of all visual merchandising directives
- Maintain high standards of cleanliness of the store

**Performance**

- Strive to achieve daily, monthly, and annual sales goals
- Achieve store shrink goals

**Maintain operational standards to secure the store's assets**

- Achieve UPT, ADS, and E-Mail Capture goals
- Ensure proper scheduling practices and achieve payroll budget goals

**Communication**

- Communicate with the store staff as well as the corporate office
- Communicate merchandise needs to the buying staff
- Communicate with the marketing department and execute all marketing directives
- Stay current with competition by visiting frequently and sharing the information with the District Manager
- Ensure that all required E-Commerce and Social Media content is communicated in a timely manner
- Ensure that all E-commerce orders are filled and processed per company standards quickly and efficiently

**Qualifications:**

- Minimum high school degree or equivalent. Bachelor's Degree preferred
- Minimum 1 year retail management experience
- Ability to work in a fast-paced environment
- Ability to work well within a team
- 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.