
Assistant Manager

Reports to: Store Manager

Department: Retail

Job Overview: As part of the store management team, the Assistant Manager (AM) is responsible for the day-to-day management of all departments' presentation and performance. The AM is a leader who exercises judgment and uses discretion to solve problems, make informed decisions and manage wisely. The AM will assist in management of all areas of store operations as needed.

Responsibilities

- Setting the standard for excellence in the customer experience, from beginning to end for all team members
- Schedule training hours into the schedule each week, tracks, and follow up with team members on their training
- Train, coach and develop team members in partnership with all members of management
- Be a constant presence on the sales floor, leading the sales team by example
- Monitor the store's sales performance daily utilizing available reports
- Coordinate sales and flyer promotions and activities, ensure accurate pricing, team member training, and ensure team members practice company selling standards
- Oversee and promote sales contests to achieve goals established by the home office.
- Communicate with business partners to resolve store issues, obtain guidance for store performance and best practices
- Support in the recruitment and hiring of qualified applicants to meet the store's needs
- Assist with scheduling team members and maintaining integrity in all scheduling functions, ensuring schedules and Payroll budgets are compliant with company standards
- Coordinate and participate in department inventories
- Oversee floor moves, preparation of merchandise displays and presentations, exercising judgment and discretion in applying merchandising concepts and guidelines
- Provide guidance to expedite the flow of merchandise from the receiving area to the sales floor
- Monitor the store's inventory, and sales performance daily utilizing all available reports

- Monitor all areas of possible loss due to theft, shoplifting, free bagging, fraud, and/or carelessness. Use safe work procedures while setting a good example to fellow employees
- Safeguard company assets by properly securing the facility and all areas containing sensitive or highly confidential information
- Follow all Peavey Industries L.P. safety policies, procedures, and protocols, report any accidents/incidents, near misses, injuries and concerns to a health and safety committee member, and work in a safe manner that does not create hazards to themselves or others.
- **Positively communicate and demonstrate the company's Core Values.**
- **Included in this list, are any additional tasks as assigned by Supervisor.**

Supervisory Responsibilities

- The Assistant Manager supervises and manages a number of team members in the store, as part of the store management team.

Knowledge, Skills, and Abilities Required

- Ability to adjust priorities and manage time wisely in a fast-paced environment
- Ability to maintain records and documentation; attention to detail
- Ability to provide outstanding customer service, lead the sales charge and teach those behaviors
- Ability to recruit, develop and train team members, build relationships, and utilize skills of team members
- Ability to process information/merchandise through computer system
- Ability to maintain a fair, consistent set of standards as they apply to team members
- Ability to communicate in a clear, concise, understandable manner, and listen attentively to others
- Ability to operate all equipment necessary to perform the job

Qualifications

- High School Diploma or equivalent
- Proficiency in office technology (email, spreadsheets, word processing)
- 1-2 years of retail management experience

Working Conditions

- Retail environment
- Lifting, up to 40 lbs. and maintaining fitness level to perform all functions as set forth above
- Working around moving equipment and/or operating machinery (i.e. forklifts and vehicles)

I have read and understand the job description.

Employee Print Name

Employee Signature

Date