

ASSISTANT STORE MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Pandora Jewellery
City of the Job	Whistler
Address of the Job	4295 Blackcomb Way, Whistler Village, Unit #107, Whistler
Job Type	;#Full Time;#
Availability Requirements	
Level / Salary Range	
Years of Experience	
Position Area	Management
Date Job Posted	1/7/2019 12:00:00 AM
Application Deadline	2/10/2019 12:00:00 AM
Contact Name	Macey Coulter
Contact Phone Number	
Contact Email	mcoulter@derkar.com
How to Apply	email resumes to mcoulter@derkar.com
Job Description	<p><i>Duties / Key Responsibilities:</i> The Assistant Store Manager assists the Store Manager in motivating and inspiring their team to achieve store productivity goals. They help the Store Manager to analyze week to date, period to date, and year to date sales, and develop action plans to drive top line sales. Other responsibilities include; managing payroll budgets to ensure store’s contribution is on target, ensuring the individual and collective skills of the team are utilized effectively, and both the staff and customer experience is positive. Assists Store Manager in recruiting appropriately to ensure store is fully staffed at all times. Effectively manages store operations, ensuring consistency and compliance.</p> <p><i>GENERAL ACCOUNTABILITY:</i> Responsible & Accountable for:</p> <ul style="list-style-type: none"> • Recruiting, Hiring and Retention of quality Sales Lead and Staff • Assists Store Manager in responsibilities for the store • Demonstrates desired behaviors for staff including driving sales, handling difficult and/or complicated sales, cash management, inventory, and follow-up with customers

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	<ul style="list-style-type: none"> • Assists Store Manager with providing a strong leadership presence and control in store, while ensuring that all customers receive good service and quality merchandise • Utilizes company tools to diagnose opportunities and develops action plans to improve performance • Regularly communicates with Store Manager to discuss strengths, opportunities, and trends in business • Helps Store Manager in identifying training needs and providing ongoing training opportunities to the team as needed • Leverages individual staff strengths, and creates developmental plans to prepare all level positions for future growth within the organization • Assists in hiring to the needs of the business, actively recruiting to ensure open positions are filled quickly • Assists Store Manager in delivering consistent, in the moment, feedback and coaching • Ensures company standards are met for store and associate appearance at all times • Prioritizes, plans, and adjusts schedules as necessary to maximize sales • Plans, coordinates, and executes all Merchandise Calendar direction, campaigns, and sales promotions in a timely manner • Ensures all pricing, signage, and displays are correct at all times • Enforces all company policies and procedures, including health, safety, and security • Performs all duties as directed by supervisor The Assistant Managers authority and where it lies: • Train newly hired sales team members • Oversee merchandising of the stores according to Visual Standards • Oversee daily operations • Provide excellent customer service <p>SCOPE OF WORK</p> <p>This position reports directly to District Manager/and or Store Manager in regards to any daily operations at store level. The incumbent is responsible for the effective management of:</p> <ul style="list-style-type: none"> • Sales • Customer Service • Overseeing Visual Merchandising • Recruiting and Retention of employees .
Accessibility	;#Accessible by Public Transit;#

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<p>Desired Qualifications and Experience</p>	<p>Skills/Qualifications: The position requires strong skills in the following areas:</p> <ul style="list-style-type: none"> • Sales Generation • Leadership • Organization • Analysis • Planning & Problem Solving <p>Additional Information: Reporting directly to the District Manager/ and or Store Manager, the incumbent in this position will be responsible for the following:</p> <ul style="list-style-type: none"> • Managing all aspects of the store • Partnering with Store Manager for delivery of a consistent and positive customer service experience in order to grow top line sales • Ensuring the store is following the merchandising directions and operational activities; coach and lead compliance with all company policies, procedures and directives. • Building, developing and promoting successful store teams through effective staffing, coaching and development, consistent leadership, and clear communication. • Analyzing key metrics (KPI,UPT,ADS &AUR) with the Store Manager on a daily basis to drive top line sales. Identifying opportunities and missed opportunities at store location. • Executing all company/store initiatives according to established timelines and standards and striving for operational excellence. • Maintaining a strong and genuine customer focus, merchandising effectively to the Franchisors company standards • Supporting and leading store to deliver sales targets and KPI growth
<p>Opportunity Type</p>	<ul style="list-style-type: none"> •