



Assistant Store Manager Job Description

Reports To: Store Manager

Supervises: Key holders and Sales Associates

Status: Full-Time

Responsibilities:

Leadership

- Motivate the team by communicating the Alumni Hall vision
- Show a strong passion for the Alumni Hall 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
- 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.