

Job Description

Position: Store Manager

Overview:

A store manager plans, directs and controls the operations of the store and supervises all employees to control production, inventory merchandising, losses, gross and net profit and hours of work in all departments. They supervise the ordering of product to fill the store, support sales plans, and maximize sales, in addition to insuring compliance with state and federal regulations and (if applicable) the collective bargaining agreement. They are responsible for all hiring, firing, promotions, demotions and disciplinary actions for all employees.

Job Requirements:

1. Be on 24 hour call.
2. Possess good interpersonal skills, be mature and a proven leader.
3. Develop and enforce company policies and procedures.
4. Be a self starter.
5. Give verbal & written instructions
6. Read and interpret financial statements, including profit and loss and set objectives to overcome deficiencies.
7. Operate all equipment in the store.
8. Able to program a cash register and balance store cash.
9. Provide verbal and written direction to employees.
10. Supervise the recruiting and training of employees.
11. Conduct meetings to communicate business results and direction to employees.
12. Operate telephones and intercoms.
13. Write work schedules and reports.
14. Deal effectively with vendors, suppliers, competitors, employees and (where necessary) employee representatives.
15. Discipline employees when necessary.
16. Establish, interpret and administer rules and regulations, policies and procedures.