SCHEDULE OF DUTIES

The position of **Store Manager** will include performance of the duties listed hereunder. However it is expressly understood that this schedule is not exhaustive and the Employee will be expected to carry out whatever duties are necessary to competently fulfill the role of Store Manager as instructed by the company.

1. Implement retail management systems to ensure effective operation of the business as detailed in the Operations, Policies and Procedures Manual and as directed by the company.
2. Achieve targets and goals as outlined by the company including;

Store sales targets

Corporate sales targets

VIP Sign ups targets

1. Determine and set targets and goals for individual staff. Monitor and measure performance. Implement staff training, evaluation and motivation programs to ensure the staff under your supervision are always motivated and trained to achieve the highest standards expected of them in conjunction with company expectations and directions. Manage performance issues.
2. Ensure that the shop floors are staffed appropriately so as to achieve the maximum sales thereby. Ensure wage costs are controlled and budgeted targets are met, including base operating hours.
3. Manage recruitment & employment.
4. Ensure that the required Customer Service Standards are set and maintained to the highest levels by all employees at all times.
5. Plan and oversee in store merchandising, windows displays and promotions in conjunction with company directions and standards and objectives.
6. Utilise all point of sale and merchandising material effectively in conjunction with company directions. Determine requirements for additional material and arrange for production and install as and when required.
7. Advise on national advertising and promotions and attend promotions & seminars as required.
8. Maintaining contact with and develop extensive networks with key businesses and groups to promote and market the business.to make corporate and bulk order sales in accordance with company policy and procedure.
9. Cultivate networks and business to business relationships to make corporate and bulk sales. Determine customer requirements, price/cost to budget, source products and supply as required.
10. Manage and oversee sales transactions, cash handling/daily sales reporting, balancing and reconciliations. Ensuring banking policies and procedures are completed as required and that all transaction records are maintained, true and correct.
11. Ensure the security of the store and its contents, both during the day and at the close of each day and that security policy and procedures are in place and or completed.
12. Oversee the management of the stock, including maintaining accurate stock records at all times. Ensure regular stock take cycle is completed as per company policy and procedure including adjusting and correcting records as required.
13. Review product and services on going and advise on fits, styles, price, promotions in line with sales objectives, brand positioning, market trends and competitor activities.
14. Operate to maintain a safe and secure work place ensuring all Health & Safety policies and regulations are adhered to.
15. Reporting to and liaising with senior management and colleagues as required.
16. Adhere to all policy and procedures as out lined in the company policy and procedures manual. Determine policy adjustments/changes and advise/review where required.