



JOB DESCRIPTION

Job Title: Area Manager
Location:
Reports To: Store Manager
FLSA Status: Exempt – Full Time

JOB SUMMARY

The Area Manager (AM) is responsible for supporting the Store Managers (SM) in the efficient and profitable operation of their store. The primary objective is to build a team, through recruitment, training, evaluation and development, dedicated to customer satisfaction. The Area Manager (AM) serves as a team leader whose primary responsibilities include setting goals to maximizing store profitability, develop, train and organize staffing, allocating resources and expenditures to achieve set goals. This is accomplished by planning, leading, directing, organizing, motivating, accomplishing work through others and communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Area Manager (AM) will ensure the customer has the best shopping experience possible. To ensure this experience, the Area Manager (AM) will work the floor, hands-on, maintain an inviting, clean, organized and well-lit environment with a knowledgeable and friendly staff focused on satisfying each customer's needs. The primary responsibilities include, but are not limited to, the following:

- The Area Manager must be a driving force in the store, meeting or exceeding performance/sales goals on a consistent basis.
- Demonstrate the ability to develop and manage a team that consistently performs at a high level.
- Ambassador for the company culture and best practices.
- Take an active role in maintaining the appearance of the store.
- Working the sales floor regularly, talking to supervision, staff and customers and identifying or resolving urgent issues.
- Manage staffing by interviewing potential staff, scheduling, conducting appraisals and performance reviews, as well as providing or organizing training and development. Achieve work through others by delegation and reviewing performance.
- Demonstrate sound judgement when problem solving, handling unusual circumstances and making decisions that coincide with the Company's guidelines.

- Conduct store business operations including managing profit and loss, facility management, safety and security, loss prevention and banking.
- Maintain awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing.
- Analyze and interpret trends to facilitate planning; take initiative and seek out ways to improve on current practices or profit centers.
- Use information technology to record sales figures for data analysis and future planning.
- Analyze sales figures and forecast future sales volumes to maximize profits.
- Product management, including ordering, receiving, price changes, handling damaged products, and returns.
- Update executives, management and staff on best practices, business performance, new initiatives and other pertinent issues.
- Promote the organization locally by liaising with local schools, newspapers and other potential community partners.

REQUIREMENTS, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a strong work ethic and ability to multi-task with accuracy. The requirements below are representative of the knowledge, skills and ability required.

- The store must meet or exceed sales goals on a consistent basis under your previous supervision/management or have at least 5 years top level retail management experience with documentation of performance.
- Ability to establish and maintain effective working relationships with employees and the general public
- Must be outgoing and personable with an approachable appearance and demeanor.
- Flexible availability including nights, weekend and holidays.
- Professional in appearance and demeanor and demonstrate the ability to lead.
- Successfully complete the company Supervisor and Area Manager training.
- Successfully complete the company culture training.
- Successfully complete the company sales training.
- Successfully complete the company product training.
- Successfully pass a background check.
- Ability to work all scheduled shifts.
- Have reliable transportation.

WORKING CONDITIONS

- Must be able to work flexible hours to complete the essential duties and responsibilities as required. This includes nights, weekends, holidays and special events.
- Must be willing to work in conditions of stress repeatedly and function well under pressure.
- Must be willing to stand and walk for long periods of time
- Must be able to lift 0-30 pounds regularly
- Must be able to lift 31-50 pounds as needed

The intent of this job description is to provide a representative summary of duties and responsibilities required of anyone given this title. It should not be construed as a complete declaration of the specified duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have read this job description and can affirm: (please initial applicable statement)

_____ I am competent and am able to perform the job duties, responsibilities, skills, abilities and working conditions described herein and meet the qualifications as outlined above.

OR

_____ I am competent and am able to perform the job duties, responsibilities, skills, abilities and working conditions described herein and meet the qualifications as outlined above with the following accommodations:

Print Name

Signature

____/____/____
Date