

Assistant Store Manager- Fleet Feet Sports Rochester

Reports to: Store Manager/General Manager

General Summary:

The Assistant Manager aids in the management of the retail store consistent with the short and long term interests of the company, its employees and the local environment in which we work and live. He/she will consistently provide our customers with the highest level of service possible and assist the Manager in achieving budgeted revenue goals and monitoring expenses. The Assistant Manager should aim to educate and inspire our employees and customers.

Broad Responsibilities:

- Instill in employees the importance of exceptional customer service and the proper FIT and lead by example.
- Monitor the labor schedule to ensure that the store payroll goals are met
- Assume responsibility for opening and closing the store and securing all assets
- Maintain an efficient supply ordering system
- Maintain store security including building security and cash handling
- Maintain a clean and presentable sales floor and back stock area at all times
- Assist Manager in monitoring timeclock and prepare timecards for payroll processing
- Prepare and complete bank deposits
- Inspire employees so that each person contributes to the productivity of the store
- Ensure staff compliance to all company policies and address any non-compliance
- Delegate work load appropriately and effectively
- Oversee new hire training for employees
- Assist in performance evaluation and goal assessment with FIT staff
- Provide Store manager with updates on the progress of the store and staff
- Schedule the staff meeting topics, assist in presentation and encourage input by staff
- Ensure all store information is communicated in a timely manner.
- Motivate and develop staff in order to encourage their professional development
- Provide an "open door" policy where employees are free to express their concerns and feelings without fear of retribution
- Maintain safe working conditions for employees and customers
- Perform additional duties as assigned

Requirements

- Able to stand/walk for extended periods of time
- Able to safely lift boxes up to 50 lbs.
- Available to work flexible store schedule based on needs of the business
- Some travel may be required

Educational/Experience

- Previous retail sales and supervisory experience preferred
- Running footwear, apparel, and accessory product knowledge desired
- Ability to give clear directions and set expectations for staff
- Excellent communication and organizational skills
- Excel and Word proficient
- Able to train and delegate effectively
- Ability to work within a team

