

Job Title: Retail Store Assistant Manager & Key Holder

Brief Description:

The Assistant Manager and Key Holder is responsible for opening and closing the store and ensuring that proper store procedures and policies are followed when store management is not on duty. The key holder must supervise all employees and over see sales, merchandise presentation, customer service and all operational functions. The key holder must bring a passionate, energized, and positive demeanor to the store at all times.

Location: Varies

Employment Status: Hourly

Standard Hours: 40

Responsibilities:

Maintain direct communication with upper management, buyers, store managers, employees as well as vendors.

Upholds immaculate store presentation and merchandising schemes.

Ensures that all merchandise is properly received and put out on the floor in a timely manner

Delivers exemplary customer service throughout the store.

Guarantee that all employees are aware of current merchandise offerings, promotions, sales activities and other company projects.

Remains current on all company policies and procedures, and ensure that all employees are working according to them.

Supports all employees' success by defining goals and helping employees to meet them.

Open and Close store following the proper procedures

Ensure that registers are properly opened and closed, doors and security gates are opened and locked, and that alarms are set correctly.

Confirms that deposit slips, spreadsheets, envelopes, and deposit bags are correctly filled out and discrepancies are reconciled and cleared by accounting.

Stays current and up to date on all computer systems.

Faithfully execute on all other responsibilities assigned by the Store Manger or KRV Corporate.

Educational Requirements: High School Graduate or GED