



Assistant Store Manager Job Description

Reports To: Store Manager

Supervises: Key holders and Sales Associates

Status: Part-Time or Full-Time

Responsibilities:

Leadership

- Motivate the team by communicating the Alumni Hall vision
- Communicate clear expectations and hold all employees accountable for achieving goals
- Show a strong passion for the Alumni Hall brand, customers, and employees to help set the standard for running the daily business
- Give clear division of responsibilities to store staff
- Participate in productive monthly staff meetings

People Development

- Recruit, hire, train, and develop a high energy and high performance team that provides a superior customer experience
- Coach team members in their job responsibilities to increase confidence and productivity
- Ensure that all team members adhere to all employment policies & a professional work environment
- Recognize performance issues and assist the Store Manager in the development of action plans
- Assist the Store Manager in the performance review process
- Create a fun and exciting atmosphere for customers to shop in and for employees to work in

Visual Merchandising

- Supervise and direct all merchandise processing
- Achieve excellence in the execution of all visual merchandising directives
- Maintain high standards of a clean and neat sales floor, cash wrap, and fitting rooms

Performance

- Be able to open and close the store, handle deposits, and follow daily operations and expectations
- Strive to achieve daily, monthly, and annual sales goals

- Achieve store shrink goals through proper Inventory Management: Maintain operational standards to secure the store's assets
- Assist the Store Manager in achieving UPT, ADS, Email Capture, & Ecommerce Performance goals
- Assist the Store Manager in proper scheduling practices to achieve payroll budget goals
- Ensure that all Ecommerce orders are filled and processed per company standards quickly and efficiently
- Develop a working knowledge of collegiate sports and local university activities

Communication

- Communicate with the store staff as well as the corporate office
- Assist the Store Manager with communicating merchandise needs to the buying staff
- Collaborate with the Store Manager & the marketing department to execute all marketing directives
- Stay current with competition by visiting frequently and sharing the information with the Store Manager
- Ensure that all required Ecommerce and Social Media content is communicated in a timely manner

Qualifications:

- Background Check required
- Employees are subject to random drug screenings
- Minimum high school degree or equivalent
- Minimum 1 year retail management experience
- Ability to lead a team, delegate, and follow-up
- Ability to train, develop, & foster growth among employees
- Ability to work in a fast-paced environment
- Ability to work a schedule based upon the business needs – including holidays, nights, and weekends.
- Strong verbal and communication skills

Note: This job description does not contain an all-encompassing list of duties or responsibilities that are required of the employee. Management has the exclusive right to alter this job description at any time.