

The Phoenix Stores invites applicants for the position of

# Assistant Manager

The Phoenix Stores Limited offers a competitive salary and benefits package that includes a Pension Scheme, Health, Dental, and Life Insurance, as well as a Company Discount Scheme.

YOUR RETAIL MANAGEMENT CAREER IS HERE!

*Directing the sales floor and associates in order to achieve sales and operational objectives within our 'lifestyle' product categories including major designer brands, The Body Shop, Clothing, Tourism and Home Décor.*

- Assume responsibility for store operations in the absence of the Manager;
- Opening & Closing the store as scheduled, including 'cashing up' at end of day
- Maintain a professional and supportive image among subordinates, supervisors and management;
- Providing input into the Buying process and orders
- Coordinate special sales events and assist Department/Operations Manager with other in-store initiatives
- Assist with the training of positive enthusiastic employees, who ensure proper customer service;
- Delegate tasks and to work with the Associates to achieve customer satisfaction;
- Assist with the scheduling of employees, recording employee attendance and submission of time sheets;
- Order stock in a timely manner and check goods when received;
- Prepare bank deposits and float preparation on a daily basis;
- Carry out and supervise all the operations of the till to ensure that cash and transactions balance
- Operate the tills and serve customers in a professional and friendly manner as required;
- Maintain positive and professional relationships with all the store suppliers;
- Promote excellent service and ensure a positive public image within the community;
- Any other duties appropriate to the responsibilities of this role, as directed by the Store Manager.

## **Required Skills:**

- Minimum of three (3) years experience in retail with a preference for a minimum of 1 year in a supervisory/management role with proven leadership qualities and the ability to develop and assign tasks to ensure expected performance outcomes
- Extensive customer service experience with a proven track record in both service and selling
- Excellent verbal and written communication skills
- A clear understanding of merchandising strategies
- Ability to provide input regarding new product lines
- Solid understanding of and working knowledge of a computerized point of sales system
- Must be fully computer literate in a Microsoft Office based environment
- Sound and reliable work ethic, with the flexibility to recognize the need for and work additional hours as required
- Varied hours and vacation restrictions
- Multi-task environment including fast-pace and physically demanding tasks

***Qualified applicants should apply online at [brown.bm](http://brown.bm).***

Click on the Careers link for more information.

We thank all applicants for their interest, but only those being considered for an interview will be contacted. All inquiries will be kept in strict confidence.

***Closing Date: November 1st, 2013***

**Brown & Co.**