

WE'RE HIRING!

HAYWARDS LIQUOR STORE

ASSISTANT-MANAGER

Reporting into the Haywards Liquor Store Manager, the Assistant Manager will assist the Store Manager on all operational and personnel aspects of the Store.

Duties and Responsibilities:

- Providing 'exceptional' customer service at all times, whilst assisting with managing all aspects of day-to-day Retail Operations
- Supervising and working with Associates within areas specified by the Store Manager
- Managing inventory; including ordering stock in a timely manner, checking goods when received, and ensuring the security of property and stock
- Supervising and carrying out the merchandising of stock on shelves and ensuring stock and general access areas are clean and maintained to Company standards
- Delegating tasks and assisting with the scheduling of employees, recording employee attendance, submission of time sheets and overseeing till operations

Required Skills:

- Extensive customer service experience with a proven track record in both service and selling, and a solid understanding of Beer, Wine and Liquors
- Must be TIPS certified
- Minimum of three (3) years in Retail with some supervisory/management experience
- Must be fully computer literate in a Microsoft Office based environment and have working knowledge of a computerized point of sale system
- Applicant must have flexibility and be able to work varied/extra hours including evening shifts, and weekends/public holidays
- Must be able to perform some physically demanding tasks such as standing for long periods and lifting/moving heavy merchandise

Qualified applicants can apply by submitting a detailed cover letter and resume to: hr@psl.bm, or Human Resource Manager – The Phoenix Stores Limited PO Box HM 826, Hamilton HM CX, Bermuda or fax (441) 292-0316.

We thank all applicants for their interest, but only those being considered for an interview will be contacted.

Closing Date: September 19, 2019