

# PJ Hyde & Son Inc

## Job Description

**Job Title:** Assistant Store Manager

### Position Summary

The Assistant Store Manager is a position of ultimate responsibility. This position provides support with scheduling, ordering, merchandising and training.

### Store Purpose

The Assistant Store Manager is responsible for the daily operation of the store, demonstrates expertise in all store management responsibilities and role modeling excellence in customer service. The Assistant Store Manager works in this capacity alongside as well as in the absence of the Store Manager. They must possess a willingness to provide our customers with total satisfaction by offering competitively priced, high quality products and services in a safe, clean friendly environment.

### Qualifications

Candidates must have the knowledge, skills and abilities to perform the essential duties and responsibilities of the position of Assistant Store Manager. Candidates must be able to be on call 24 hours per day, 7 days a week. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Assistant Store Managers will generally work opposite schedules of the Store Manager.

### Essential Duties and Responsibilities (not limited to)

- Plans and prepares work schedules and assigns employees to specific duties to achieve optimal customer service.
- Assists in executing promotional plans and activities as directed by the company to maximize sales and profits.
- Ensure cleanliness and presentation of facility is maintained according to company standards and State and Federal guidelines.
- Ensures through proper training, employees are fully capable of performing all duties that are required of their position.
- Orders merchandise to maintain stock conditions.
- Ensures compliance of employees with established security, sales and recordkeeping procedures and practices.
- Answer customer complaints and inquiries.
- Locks and secures the store. Effectively operate all store equipment.
- Assist recruiting and hiring qualified applicants.
- Lead, motivate, inspire, train and coach all employees.
- Ensure store security and safety for all customers and employees. Promptly reports any incidents.