

STORE MANAGER – Venice, California (Abbott Kinney Blvd) Birkenstock Flagship Store

JOB OBJECTIVE

Manage all activities necessary to the efficient operation of the store and provide prompt and courteous service to customers in order to maximize sales and customers, service, so as to promote the company's image of quality and professionalism.

STATUS

The Manager reports directly to the Director of Retail and works in close collaboration with supporting departments. He/she directs the Assistant Manager, Sales Lead, Sales Associate and all other employees essential to the efficient operation of the store.

KEY JOB FUNCTIONS

- Recruiting and develop professional people, provide excellent visual presentation and customer service, manage inventory, administration, ensure security compliance and control operating costs (according to budget).
- Motivate employees to achieve company goals and surpass their personal sales goals.
- Ensure that all employees comply with company policies, practices and procedures.

JOB DUTIES

- Ensure that qualified professional people are recruited and communicates all pertinent information to Payroll department before actually hiring.
- Ensure store operates within its predetermined budget (i.e. salary, inventory, expenses, etc.)
- Establishes weekly sales for store and personal and ensures objectives are met.
- Ensure that all personnel practices professional salesmanship according to company policies and procedures, in order to achieve maximum sales and provide the highest level of customer satisfaction.
- Adheres to and enforce loss prevention and security policies, credit policies and procedures i.e. credit cards, check approvals, employee purchases, deposit logs, return and exchange policies.
- Ensure that all merchandise is properly ticketed and attractively displayed and appoints people responsible for each of the store.
- Ensure stockroom is neat and well organized. Hold it merchandises is always up to date, transfers are properly executed and controls damages and mixes according to company policies.
- Communicates stock replenishment needs to Director of Retail, Inventory and Merchandising departments.
- Implement all company training programs effectively in order to train and develop personnel.
- Evaluate personnel once year and conducts six yearly appraisals with personnel.
- Enforce and complies with all store/company policy and procedures.

QUALIFICATIONS (MINIMUM QUALIFICATIONS REQUIRED TO PERFORM TASKS)

- Related work experience: two years of selling experience (retail or service industry)
- Physical requirements: able to bend, climb ladders, lift and move boxes up to 35 lb.
- Other qualifications :
 - Strong leadership and ability to motivate people in order to achieve sales objectives
 - Excellent verbal and written communication skills
 - Service Oriented
 - Fashion Oriented
 - Willing to work retail hours

Birkenstock reserves the right to change, alter, or amend the job duties of employees at its sole discretion with or without notice.

If interested, please email cover letter and resume with subject line “Store Manager – Venice Beach” to Human Resources at mhoessl@birkenstockusa.com

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