

Job Descriptions



Position:

- Assistant Store Manager

Reports To:

- General Manager / Store Manager

Essential Functions:

- Understands the business of fashion and retail brands and is able to work with levers and KPI's to drive business performance
- Leads and inspires by example, regularly encourages bold solutions and celebrates the success of others
- Is innovative at looking for ways to maximize the brand and business.
- Cultivates an environment that embraces and encourages different points of view
- Seeks ways to build relationships with customers to create regular Juicy clients and develop associates to build relationships

Major Responsibilities:

Sales and Service:

- Exemplify the highest level of customer service standards while providing a friendly and enthusiastic environment to all customers and clients
- In partnership with the General Manager and/or Store Manager, ensure store meets or exceeds sales goals
- Maintain presence through effective floor sales leadership ensuring staff coverage in all areas of the store
- Respects and deals fairly with employees and customers as a representative of the company and the brands
- Maintain knowledge of, and adhere to all company incentives, promotions and events

Operations:

- Maintain the visual and operational standards of the store and company at all times, and replenish sizes and quantity of merchandise on the floor
- Train and motivate all associates through the brand programs in sales, customer service and product knowledge
- Ensure brand standards are met from a merchandise and visual standard perspective as well as maintenance of physical plant
- In partnership with General Manager and/or Store Manager, manage store operating procedures (Inventory procedures, cash and media controls) to minimize store losses

Team Responsibilities:

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- Plan and adjust schedules and daily agendas to meet business goals. Hold team accountable to achieving goals
- In partnership with General Manager/Store Manager, recruit, interview and select qualified candidates to build a talent pool to achieve current succession plan goals and store census needs
- Help deter loss prevention and minimize loss by following company guidelines and procedures by offering excellent customer service
- Adhere to all company policies and procedures

Skills and Knowledge & Experience:

- Bachelor's Degree preferred
- 2-4 years retail management experience, specialty in a clienteling environment
- 2-4 years customer service experience
- Fashion awareness
- Effective communication, organization and leadership skills

Physical Requirement:

- Ability to lift and mobilize items, up to 75 lbs, while utilizing appropriate equipment and safety techniques
- Ability to be mobile on the sales floor and store for extended periods of time in a fast paced environment
- Proven ability to work with retailing operating systems, and handle PC and scanning equipment
- Proven ability to handle and place merchandise

* Job responsibilities and functions are not limited to the above. We as Juicy employees must always ensure that all functions of our position are represented with the highest level of professionalism, responsibility and fun.