

## **ASSISTANT MANAGER**

(Job Number 91-R3531)

**Job Title:** Assistant Manager

**Company:** Grocery Zone

**Job Location:** Oceanview, North Carolina

**Job Status:** Full Time

**Job Description:** The Assistant Manager works with and supports the Store Manager and performs the duties of the Store Manager in his/her absence. The Assistant Manager is responsible for all aspects and duties associated with customer service, supervision of store staff and employees, communication with and among store personnel, and the overall condition and operation of the store.

### **Requirements:**

- 3-5 years retail experience
- 1-3 years supervision experience preferred
- Thorough knowledge of grocery store operations
- High School degree required, bachelor's degree preferred
- Ability to prioritize well
- Excellent customer service skills
- Effective communication skills
- Proven leadership ability
- Good decision-making / problem-solving skills
- Ability to motivate self and others

### **Responsibilities:**

- Assisting with loss prevention
- Taking over management of the store in the absence of the store manager
- Training/supervising associates
- Demonstrating consistent, punctual attendance
- Overseeing/controlling store budgeting, expenses, and payroll
- Managing scheduling
- Ensuring and following all company standards, rules, and policies
- Handling customer complaints/comments
- Providing a positive role model for coworkers