Title: Sales Manager 2

Pay Scale Group: 27

Essential Function

Under general supervision from a designated manager, supervises the daily selling, stocking and operational functions of an assigned department/unit. Supervise student assistants.

Characteristic Duties

1. Supervise associates engaged in ordering, stocking and selling merchandise and manage operations in a specific department or unit. Supervisory duties include hiring, scheduling, training, coaching and evaluating.

2. Schedule and verify merchandise deliveries, receive and stock merchandise and/or prepare merchandise for return to vendor.

3. Assist in proper signage, merchandise display, space allocation and with store/merchantise security issues.

4. Assist customers, operate cash register, resolve customer complaints and assist in store opening/closing as required.

5. Attend product knowledge training session and in turn train subordinate staff in product knowledge.

6. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school diploma or GED; at least one year retail experience which include cash register operations and inventory control; at least six months supervisory experience.

Last updated: May 2007