Title: Manager, Store Operations

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, manage all in-store function, through the formulation of strategies and assessment of vital elements (product availability, customer service, order and shipment process and profit and loss).

Characteristic Duties

- To manage all in-store operations through the assessment of product availability, customer service, order and shipment process, inventory and expense control, and development and/or promotion of new product/services, plus profit and loss.
- Coordinate pricing and vendor sourcing.
- Liaison with faculty/staff/students/outside agencies/vendors regarding store operations.
- Formulate, revise and implement strategies/plans necessary to obtain long-term and short-term goals.
- Review department schedules and make store opening-closing assignments.
- Ensure consistent application of policies and procedures.
- Assist with special projects as needed.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in distribution and/or store management, purchasing for resale, merchandise plan development, product receiving and distribution. Experience may also require at least one year supervision.

Last updated: August 2007