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# Example of Boutique Job Description

Our company is growing rapidly and is looking for a boutique. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for boutique

* Set standard for brand image by partnering with Visual team on boutique visual needs and initiatives
* Able to manage and facilitate change
* Take initiative to make a difference in the organization
* Responsible for setting short-term and long-term goals
* Create/ analyze multiple options for problem solving
* Consult and communicate staff issues to Human Resources
* Demonstrated ability to network, recruit, train, develop and promote quality associates into progressive, meaningful management positions for past paced growth
* Ensure self and team is executing the Brows a-go-go 8 Step Magic Formula properly
* Respond to customer complaints or inquires within 24 hours, document and report these incidents to Boutique Vice President
* Achieve daily/ weekly/ monthly individual and Brows a-go-go sales goals

## Qualifications for boutique

* Prior experience in luxury fashion running a comparable size business is required
* Proficiency in Microsoft Office Suite is needed
* Excellent communication skills, verbal and written, are a must
* Strong vision and leadership skills are must
* Ability to understand budgets, sales, stock and assortment planning is a must
* Ability to understand budgets, sales, scheduling impact, goals, and allocations