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# Example of Counter Manager Job Description

Our innovative and growing company is looking for a counter manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for counter manager

* Ensures coverage of no less than one associate is on the counter from 8am-8pm daily
* Responsible for completion of weekly associate evaluation of company standard in guest service expectations (Ten Tile)
* Assists guests with finding items they are looking for on or off the sales floor
* Takes over presentation of service case, making sure everything is decorated for the upcoming holiday or special event
* Fills cupboards with containers, lids, spoons, tags
* Takes temperatures of everything regularly and complete necessary logs
* Keeps slicer log up to date
* Assists manager in counting inventory
* Other duties as assignedTo perform this job successfully, an individual must be able to perform each essential job duty satisfactorily
* Responsible for the daily management and administration of all front counter customer sales and service activities and personnel

## Qualifications for counter manager

* Experience living and working in Asian cultures (desired)
* Willingness to learn to speak Vietnamese
* Answers queries and obtains information, and follows up all pending matters related to Brand personnel, products, events
* Communicate to manager saleable items and non-saleable
* Prior experience in an automotive parts store, a dealership parts counter, or a similar setting
* Be able to frequently lift more than 12 pounds