



# Example of New Store Opening Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of new store opening. 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 new store opening

- Accountable for driving profitable sales, protecting company assets and support of the Company Handbook in their own store
- Understands store performance targets and monitors achievement of benchmarks and goals
- Responsible for networking and recruiting within the market to ensure the store has appropriate staffing levels to support the business and accountable for making sound hiring decisions within the store
- Builds high performing teams that can accomplish company goals, initiatives, and priorities, and builds and sustains productive relationships across the area or district and the industry
- Ensures understanding of strategies, change initiatives, business opportunities and communicates them in compelling ways to their store team
- Identifies store opportunities that are consistent with company strategies and takes action to address these opportunities
- Ability to travel occasionally for training and meetings
- Coordinate and support the NSO process from development through project completion
- Manage critical dates for NSO, Discovery Days and Onboarding activities
- Coordinate NSO and refranchise schedule with Franchise Owners/Field Management

## Qualifications for new store opening

- Maintains current knowledge of trends in internet technology, consumer marketing, and landscape of fast casual restaurant and retail industry
- Has a strong desire to work as part of a team and demonstrate ability to elevate and develop others by training, coaching, and mentoring team members
- Is able to write RFPs, negotiate contracts, track project costs, and process invoices
- Is able to work independently and remotely both in the field and from a home office
- Field marketing and/or store development experience is a plus