



Example of Store Operations Manager Job Description

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Our company is growing rapidly and is looking for a store operations manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for store operations manager

- Accountable for ensuring new, relocation and closing store process are updated quarterly
- Manage store development budget components
- Responsible for meeting with executive team to discuss opportunities and risks of new stores
- Ensure communication to store management team and staff to review and discuss any policy updates that occur
- Conduct weekly management meetings with support staff management
- Provide training and feedback when policies are not followed
- Ensure supervision of support associates, providing daily schedule, and task requirements
- Support in maximizing efficiency of staff through understanding and use of a master calendar, incoming shipping reports, and monitoring of processes, ensuring the most efficient use of schedule, and team
- Work Department Managers to maximize efficient floor coverage, through scheduling, based on traffic flow, store hours, zoning, and associate availability
- Schedule monthly operations calendar

Qualifications for store operations manager

- Maintain maintenance schedule of outside contractors

- Experience managing outside vendors and contractors (HVAC, Electrical, plumbing, lighting)
- Flexible to deadline demands handling various tasks
- High school education required, college diploma preferred
- Knowledge of club operations, receiving, merchandise, loss prevention, maintenance, front end, personnel and cash office procedures