



# Example of Store Operations Manager Job Description

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Our company is growing rapidly and is looking to fill the role of store operations manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for store operations manager

- Monitor store P&L with primary focus on storewide controllable expense metrics and partner with leadership to ensure they are equipped to make informed decisions regarding expenses
- Assist in other duties in the store such as running the sales floor and performing manager on duty functions when needed
- Ensuring seamless operations within the store to support achievement of all store goals
- Acting as lead administrator for repair and maintenance requests, facilities, inventory control, order processing and order management, Click and Pickup, delivery, scheduling in partnership with the General Manager, register and money processes, ordering supplies and store safety
- Has the ability to write field focused messages aid in training updates for operational procedures
- Use time management skills to deliver on time and value added information to stores and field partners to enhance systems and processes
- Build effective team and create environment that motivates greater productivity
- Develops efficiency initiatives in alignment with Operations strategy to help stores operate
- Develops and owns all Daily Operating Policies and Procedures in collaboration with business partners
- Guides the implementation of strategic initiatives to the stores, considering

## Qualifications for store operations manager

- Minimum High school education required, Associates and/or Bachelors Degree preferred
- 3 + years in a retail supervisory role as a General Manager in a Retail environment and/or as Assistant Manager in a High Volume Retail /Warehouse Environment
- Computer – Manager PC, Symbol unit, internet applications'
- 18 months Operations experience
- You love to engage with people
- You have at least five years of leadership and coaching experience where you've focused on developing and nurturing your team to achieve goals together