



# Example of Store Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of store supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for store supervisor

- Receiving and merchandising of products
- Promoting a good work environment to maintain employee morale and motivation
- To participate in day to day customer service alongside the sales assistants
- To support the store manager on a day to day basis
- To ensure that a nominated sales assistant is appointed as a deputy if needed
- To support the store manager in the effective communication of details for all new product ranges ensuring the correct sales information and demonstration technique is used and ongoing
- Ensure all staff dress and conduct meets required company standards including wearing of company approved jewellery combinations
- Ensure when appropriate all staff data- capture customer details for the in house data base
- All customer complaints are dealt with quickly and effectively or escalated to the store manager or Regional Sales Manager for resolution where necessary, promoting best practice in service excellence
- Ensure a high level of cleanliness and hygiene across all areas of the store

## Qualifications for store supervisor

- Must be a self-starter with the ability to work independently and accurately
- Must be fluent in English in order to interact with customers
- Store Supervisor experience preferred

- Work flexibly, including evenings and weekends, so you're there when colleagues and customers need you
- Able to lead and coach a retail team (you don't need experience but you're ready for the challenge)