



Example of Stores Manager Job Description

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Our company is looking to fill the role of stores manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for stores manager

- Recruits, hires, and on boards direct reports
- Maintains a fully staffed store through succession planning, building bench strength, and filling all openings in a timely manner
- Leads training, on-going development and performance feedback for all associates and the Management Team
- Develops, builds and maintains ongoing, collaborative, working relationships among the store team to achieve the goals of the organization
- Leads and coaches a timely resolution of associate concerns and customer situations
- Influences and promotes a climate which encourages others to do their best
- Create effective teamwork between the selling organization and the Alterations department
- Create effective teamwork within the Alterations department
- Maintain a consistent high level of customer service within the department by recruiting, selecting, training, and developing quality professional Alterations associates
- Monitor and ensure that all Alterations systems, procedures and pricing policies are consistently utilized

Qualifications for stores manager

- Achieve or exceed all statistical, productivity, financial and performance goals

and procedures

- Forecast workload and monitor associate schedules (to include strategic vacation planning) in order to maintain appropriate departmental coverage
- Utilize technical expertise to train existing staff, evaluate/test candidates and to make Alterations business decisions
- Responsible for upkeep and service to all workroom equipment including boiler/steam support
- Responsible for supply orders and organization