

HomeFabrics

Job Description

Title: Area Manager

Reports to: General Manager

Classification: Full Time

Objective:

Is responsible for the efficient operation of the assigned district through: Achievement of specific sales goals, development of “model store” mentality, increased customer service and loyalty, improved employee relations, staff motivation, team building and related duties.

Major Responsibilities

- ◆ Manages stores with a “model store” mentality and develops a continuous improvement culture.
- ◆ Ensures that all goals are met through appropriate communication, planning and organization of staff, inventory, and expenses.
- ◆ Ensures that company policy and procedures are communicated in a timely manner and are adhered to in each store.
- ◆ Implements and utilizes company planning and feedback procedures.
- ◆ Conducts regular monthly store visits in the assigned region to ensure consistent progress to goal, compliance to policies and procedures, and maintained associate morale.
- ◆ Plans and conducts monthly 1/1 sessions with each store manager to encourage professional development and performance to goal.
- ◆ Maintains (minimum) monthly feedback to inventory, designers, buyers and merchandising.
- ◆ Provides an “open door policy for free expression of concern and feelings without fear to retribution.
- ◆ Implements timely corrective action consistent with the company corrective action policies.
- ◆ Assumes store manager responsibilities in absence of manager or trained assistant manager.
- ◆ Maintains safe working conditions for employees and customers
- ◆ Ensures store security from internal and external theft
- ◆ Recruits, trains and evaluates store managers
- ◆ Develops region and store succession plan.
- ◆ Delegates workload appropriately and effectively
- ◆ Assumes other duties as assigned by supervisor

- ◆ Includes but not limited to, activities such as interviewing, selecting and training employees; setting and adjusting their rates of pay and hours of work; directing the work of employees; maintaining production or sales records for use in supervision or control; appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status; handling employee complaints and grievances; disciplining employees; planning the work; determining the techniques to be used; apportioning the work among the employees; determining the type of materials, supplies, machinery, equipment or tools to be used or merchandise to be bought, stocked and sold; controlling the flow and distribution of materials and merchandise and supplies; providing for the safety and security of the employees or the property; planning and controlling the budget, and monitoring or implementing legal compliance measures.

Prerequisites

Bachelor's degree/equivalent or high school graduate with three years of progressive retail experience.

Prior successful store management experience.

Well developed administrative and organizational skills.

Strong history of retail operational knowledge.

Ability to lift 40 pounds.

Personal Characteristics

Outgoing leader with take-charge mentality.

Presents professional demeanor and appearance.

High energy multi-tasker.

People person.

Can-do attitude.