

BAHAMIAN BREWERY & BEVERAGE COMPANY LIMITED
JOB DESCRIPTION

POSITION: Assistant Retail Store Manager, Family Island
LOCATION: North Eleuthera or Governor's Harbour, Eleuthera Island
DEPARTMENT: Retail
SUPERVISOR: Retail Store Manager, Eleuthera

JOB FUNCTIONS

Primary function of the Assistant Retail Store Manager is to ensure the smooth and successful running of Jimmy's Wines & Spirits retail store by assisting the Manager with planning and evaluating department activities, and related functions as required. Ultimately, the duties are to achieve excellent customer service, while consistently meeting the store's sales goals. This role includes but is not limited to:

STAFFING DUTIES

- Coordinate retail store staff scheduling, weekly
- Manage the use of temporary staff smartly; only for times when extra hands are needed
- Ensure retail store staff are aware of their duties e.g., stock, orders, deliveries, cleaning, writing up deposits daily, stocking coolers, etc. as per company standards.
- Ensure retail store staff greet all customers with a smile and pay attention to customer movements and needs in the store
- Maintain retail staff job results by coaching, encouraging, coordinating, and enforcing company policies and procedures
- Disciplining retail store staff, when required

ACCOUNTS RECEIVABLE DUTIES

- Always be aware of the accounts receivable for your area
- Work with the Accounts Department for further reporting to advise Accounts of their position and collect on monies owed

SALES DUTIES

- Be aware of the daily store targets and work to achieve them
- Maintain quality customer service by analyzing service standards, identifying trends, and recommending system improvements
- All promotional items (give-a-ways) are to be sign-off per company guidelines and processed through EPICOR
- Contribute to team effort by accomplishing related results, as needed

ADMINISTRATIVE DUTIES

- Maintain professional and technical knowledge of software, e.g. EPICOR
- Responsible for ensuring the store's deposit is secured and reported as per company procedures
- Sign product invoices to be scanned to EPICOR
- Inventory spot checks are to be completed daily
- Spot checks and copies of deposit slips are to be scanned to their respective drive
- Ensure end-of-day register close out in the store is being carried out daily, including petty cash
- Ensure price changes are reflected on the products labels in the store in a reasonable time frame

CASHIER DUTIES

- Manage transactions with customers and maintain tidy checkout areas
- Follow company guidelines regarding cashing, special pricing, and end of day closing

OTHER DUTIES

- Shared responsibility for inventory and assistance with stocking shelves, coolers, and wine racks
- Assist with general upkeep, cleanliness of the store with dusting and cleaning, as needed
- Comply with inventory spot checks (daily) and control procedures for submitting the results
- Identifying variances in results and what may have cause it, after spot checks
- Requesting store orders per deadline and company guidelines
- Ensure delivery items agree with invoices billed and are signed off by the driver and checker

- Receiving orders, check items against invoice and processing order through EPICOR on the same day as the shipment is received

REQUIREMENTS

- Background in retail, sales, management, operations, or relevant fields
- Arrive at least twenty minutes in advance of the opening time to prepare the store
- Follow dress policy as described in the company policy document
- Good computer knowledge and retail software a plus, e.g. EPICOR, Microsoft Office
- Friendly and energetic personality that is customer service oriented and a team-builder
- Demonstrated leadership skills, multi-tasker, and is an independent thinker
- Ability to perform under pressure and complete tasks in a timely manner
- Knowledge of beverage industry is a plus or willingness to learn wines and spirits
- Availability to work flexible shifts

HOURS & BENEFITS

- Expectation to work 40-hours per week with shifts Monday through Saturday
- Receive sales commission after 3 months' probationary period is completed
- Eligible to receive 50% assistance on your individual health insurance premium

APPLICATION INSTRUCTIONS

- Submit your interest in this position by sending a resume via email to info@jwsbahamas.com
- Email subject line: North Eleuthera or Governor's Harbour Assistant Manager (Your Full Name)
- Deadline for submission is 11:59 PM on Monday, September 30th, 2024
- Interviews will be held in-person between October 3-7, 2024