



### **Main Duties and Responsibilities**

- Supervise store area (Weekly checking or visit all store in SR)
- Monitor and prepared guideline of products arrangement or products display of each store in SR
- Ensure standards for quality, customer service, health, and safety are met
- Monitor staff performance to achieve monthly sale target
- Check monthly sale, stock, products transfer, sale return, and PO before sending to the head of department and COO
- Can propose new products, in accordance with customers feedback to managers
- Prepare scheduled training for team and meeting with store Supervisors and Employee In Charge
- Manage all expenses of each store in the area such as telephone, electricity, water and utilities expenses
- Cooperate with marketing department to prepared promotions
- Work with HR Department for staff recruitment and selection and coordinate with Ministries in SR area
- Cash controller (Check daily sale report pass to Accountant and exchange money)
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- Perform other tasks that will be assigned by head of department and COO

### **Reporting to**

Retail Operations Manager

### **Minimum Educational Level Required**

Bachelor's Degree

### **Languages Required**

English

### **Other Requirements**

- Master or Bachelor degree in management, marketing, sale, other related fields
- At least 3 years experiences of store manager
- Good command of English speaking, writing and listening
- Knowledge of computers skills Microsoft office (word, Excel and POS)

- High commitment and hard on working
- Strong confidence and leadership style
- Honest, Flexible and Responsible, good attitude and creative new ideas

**Application Deadline**

Open

**Contact**

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