



Position: **Barrie Retail Store - Assistant Manager**
Department: **Retail Store**
Reports to: **Store Manager**
Hours of Work: Rotation Shifts...including Weekends, Evenings, Holidays according to company policies and business requirements

Posting Date: August 25, 2017
Closing Date: September 8, 2017
How to Apply: Send Resume and Cover Letter to Jim Hamilton, Human Resources Manager

Summary

The Assistant Manager is responsible for developing a team of highly productive representatives who are able to meet and exceed revenue targets while promptly and professionally addressing the needs of customers. The Assistant Manager is also required to generate and deliver sales and marketing initiatives, revenue growth and client retention strategies. The Assistant Manager should strive toward interdepartmental cohesiveness. The Assistant Manager is further required to coach and mentor the team through motivation, leadership and encouragement while striving for exceptional customer service standards and accountability. Other duties will be assigned as necessary

Education / Experience:

- Secondary School Diploma required.
- Post Secondary education in Business, Marketing, or related field an asset.
- 3-5 years of Manager experience.
- Basic Horticulture knowledge.
- Demonstrated ability to provide superior customer service.
- Experience with developing sales strategy and product development plans.
- Ability to lead and effectively supervise professional and non-professional staff.
- First Aid and CPR Certification
- WHMIS Trained
- Proficient with Microsoft Office (Outlook, Word, Excel).
- Ability to effectively communicate, both verbally and written.

Work Environment/Health & Safety:

- Uses &/or wears personal protective equipment or clothing required to perform the job tasks safely and promotes their use
- Reports unsafe or hazardous situations or work practices in a timely manner
- Accountable and responsible to proactively and effectively resolve issues in a timely manner
- Takes the initiative to improve the workplace
- Manual dexterity required to work on floor, operate telephone, computer and peripherals.
- Interacts with employees, management and the public at large.
- Flexibility to interchange work locations
- Scheduling between manager and assistant manager to accommodate coverage of store hours.
- Overtime may be required.

****Full Job Description available upon application/interview.**