

TOMY International, Inc.

POSITION DESCRIPTION

JOB TITLE: Retail Outlet Store Manager

EFFECTIVE: April 2019

DEPARTMENT: 778 – Company Store

OVERALL SUMMARY: The Retail Outlet Store Manager is responsible for planning and directing the day-to-day operations of a retail store. Develops strategies to improve customer service, drive store sales, and increase profitability. Ensures customer needs are met, complaints are resolved, and service is quick and efficient. Ensures all products and displays are merchandised effectively to maximize sales and profitability. Forecasts staffing needs. Will lead and direct the work of others.

EDUCATION: Bachelors in Business Administration or equivalent required

EXPERIENCE: 4 – 5 years' experience in management retail sales

PRIMARY RESPONSIBILITIES:

- Provide weekly work schedule that maximizes productivity of employees and provides adequate sales floor assistance.
- Proper display of product including end caps, basic aisles, special displays, and product flow by category.
- Responsible for all cash register transactions, change funds, daily deposits, bank and accounting procedures.
- Responsible for arrival, regulating flow, pricing, and warehousing of incoming merchandise.
- Responsible for freight discrepancies, returns, no charge replacements, defectives, department charges, and all related paperwork. Maintains proper levels of good inventory, seconds, return goods, warehouse damaged product, markdowns, and close-out merchandise.
- Appraises employee performance and makes recommendations as to transfers, promotions, salary adjustments, and terminations. Responsible for recruiting, training, and developing personnel.

We offer a highly competitive salary and excellent benefit package. If interested and qualified, please submit your resume and cover letter to hr@tomy.com or fax to 563-875-5658.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.