

Store Manager Job Description

Duties and Responsibilities:

- Establish and implement business strategies required to achieve sales targets and maximize profits
- Address and resolve client enquiries and complaints to ensure a satisfied customer base
- Oversee the interviewing, recruiting and training of store personnel
- Monitor and regulate inventory levels to ensure availability of necessary stock
- Schedule expenditures and prepare annual budget required to achieve set financial objectives
- Develop and establish positive work relationship with customers in order to understand and meet their requirements
- Ensure a clean and ambient store environment in order to encourage customer patronage
- Maintain the overall image of a store by establishing an effective customer service unit
- Implement necessary security measures and systems to ensure the safety of goods
- Comply with all government and legal laws on business and trade
- Organize training programs for store personnel to update their job knowledge and enhance their skills
- Oversee the planning and execution of sales promotion for new products
- Set and enforce safe work practices to minimize risk of workplace injury
- Prepare and present periodic financial reports to the general store manager or superior
- Participates in educational programs and workshops to improve on existing job knowledge and expand personal network.

Store Manager Requirements – Skills, Knowledge, and Abilities

By jobdescriptionandresumeexamples.com. Learn more about the [store manager job](#).

- Education and Training: To become a store manager, you require a Bachelor's degree in business administration, marketing, accounting, or in other related business disciplines. Experience in sales and customer service is also required for a store manager job position
- Organizational Skills: Store managers are able to coordinate the affairs of a retail outlet to ensure smooth operations
- Leadership Skill: They are well versed in managing the operations of store personnel in order to maximize profits
- Communication Skill: They are adept at interacting with clients to identify and meet their requirements
- Some recruiters may want you to pass one or two job tests, including leadership test for them to be sure you have the right skills for the job. See different [job assessment tests](#) you may be required to take and how to excel in them.