

# Supermarket Store Manager Job Description

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- Improve profit and attain sales target of the supermarket
- Deal with all complaints, queries, and other related customer service issues
- Recruit and interview new staff for the supermarket
- Organize training, orientation, and supervise all departmental managers
- Organize holidays
- Oversee receiving orders and stock control
- Assign and schedule tasks for specific employees and also follow up on the results they generate
- Complete all the operational requirements of the store
- Appraise, monitor, and plan tasks to be given to individual staff members
- Discipline, counsel, and coach employees to maintain positive result generation
- Initiate corrective actions, analyze variance, schedule expenditure, and prepare annual budget aside achieving other financial objectives of the organization
- Recognize future and present requirements by customers
- Establish good rapport with existing and potential customers
- Collaborate with other members of staff that have good understanding about service requirements
- Maintain inventories and approve contracts to ensure consistent availability of the required services and merchandise
- Study trends, authorize clearance sales and also determine all required sales promotions
- Review merchandising by formulating pricing policies
- Identify profitability ratio by studying financial statements and operating statements

- Study display plans, sale promotion, and advertising towards marketing merchandise in a profitable manner.