

Walgreens Assistant Store Manager Job Description

- Assist the store manager with the retail store operations which includes leading associates through execution of the business plans/objectives of the company to drive sales
- Provide a superior associate and customer experience and enforce all policies and procedures so as to ensure that excellent customer service is provided, and to maximize the P-L performance of the store
- Assist with the appearance and the general maintenance of the store by ensuring a safe and pleasing environment for both the customers and the associates; request maintenance of the store when required
- Ensure that the store opens and closes at the right time and that the proper procedures are duly followed for bank transactions and bank deposits
- Interact with vendors to order ads, seasonal, and basic merchandise and even ice cream (where applicable) for the store
- Merchandise the seasonal aisle and the non-seasonal, basic, and seasonal end-caps
- Ensure that merchandise is set up according to the plan-o-grams which are received from the corporate office
- Execute weekly sales ads and price changes; process recalled, outdated, damaged and transferred merchandise
- Receive all merchandise deliveries from vendors and Rite Aid distribution centers and verify that information from the vendor invoice is accurate; and also enter vendor invoices into the accounts payable system
- Prepare the retail store for physical inventory through ensuring that merchandise on the sales floor and also in the stock room is in order and can be accessed easily
- Analyze reports on operations and make recommendations for improvement

- Utilize Staffworks/Workforce Management software to complete the associate work schedule
- Continually have knowledge of the One-Hour Photo department and film processing if applicable to assist the Pharmacy department when there is a very high volume of customers
- Provide necessary leadership and development for all associates by providing regular performance feedback, communicating career opportunities, and demonstrating RAPTAR (Recognition, Appreciation, Praise, Treat Associates Respectfully) behaviors
- Manage the complete adherence to all the regulatory and compliance legislation and policies, ensuring that all outdated products and products with less than 30 days until expiration are removed from the sales floor so that they can be processed through the established returns process
- Interview, hire, direct, train, reward/praise, encourage, motivate, and discipline associates; appraising performance of associates and also playing an active role in resolving complaints.