# STORE MANAGER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Store Manager |
| Job Type: | Permanent full-time |
| Hours of Work: | 38 hours per week, Monday to Friday. |
| Reports to: | Head Office |
| Award: |  |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Present merchandise in line with the set guidelines. * Lead, train and coach the sales/service team. * Drive sales and build the store clientele. * Prepare and manage rosters. * Prepare and/or collate sales results as per guidelines. * Manage individual performance of the sales/service team. * Manage replenishment and pricing of stock to ensure stock levels are maintained. * Motivate sales/service team to achieve set targets. * Recruit vibrant and energetic sales/service team. * Communicate effectively with employees of all levels in both written and verbal form as required. * Communicate effectively with customers. * Conduct stock takes periodically as per guidelines. * Actively participate in Annual Performance Review. * Observe and practice the ***[INSERT COMPANY NAME]*** OHS and Quality policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Certificate IV in Retail Operations |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Excellent written and verbal communication skills |

Employee Signature: Date:

Employer Signature: Date: