



JOB DESCRIPTION

JOB TITLE: 2IC / ASSISTANT MANAGER

RESPONSIBLE TO: STORE MANAGER

Primary Objectives

1. To contribute to your store team in achievement of a sales budget.
2. To ensure the smooth continuation of daily trading in-store in the absence of the Store Manager.
3. To support and encourage your Manager in all facets of the daily running of the store.
4. To ensure that the store has adequate staff coverage throughout the trading day, providing or directing staff to busy areas where and when necessary to ensure the highest level of Customer Service.
5. In line with the Company Policy to assist in staff Induction, Revision and Retraining programmes as changes are made.
6. To ensure the general appearance of the store is maintained at a very high standard.
7. To ensure that the visual display standards within the store follow guidelines laid down by Head Office.
8. To adhere to the Max Service Standards.
9. To respond promptly and efficiently to any extra requests by your National Retail Manager and Store Manager.
10. To adhere to all company policies and procedures as laid down in the company manuals and all updates through company correspondence.