



## **Breck Toys, LLC dba Peak-A-Boo Toys**

### **Store Manager Profile**

- Manages the Day-to-Day activities of the store
- Assists with conducting physical inventories as needed
- Manages the online store and coordinates/leads shipping efforts
- Drive sales, initiate sales contests, leads upselling with Associates (metric)
- Completes store operational requirements by scheduling and assigning employees and following up on work results
- Maintains store staff by recruiting, selecting, orienting, and training employees
- Maintains store staff results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results
- Achieves financial objectives by helping prepare annual budget, scheduling expenditures, analyzing variances, initiating corrective actions
- Reviews no and slow seller reports to make needed merchandising changes
- Optimizes merchandising in store
- Reduce and minimize any out of stocks
- Focus on inventory turns (metric)
- Maximize customer service levels – Yelp, Google, customer reviews
- Responsible for Employee Morale, coaching / training / team building with staff
- Schedule and control labor and overtime (metric)
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks with the community, participating in professional societies (i.e. Chamber of Commerce)
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures

**Retail Store Manager Skills and Qualifications:**

Customer Focus, Tracking Budget Expenses, Pricing, Vendor Relationships, Market Knowledge, Staffing, Results Driven, Strategic Planning, Management Proficiency, Client Relationships, Verbal Communication

Signed: \_\_\_\_\_

Date: \_\_\_\_\_