# Store Manager Job Description Template

XYZ Style is on the hunt for a passionate and driven Retail Store Manager for our new store location!

Are you the perfect fit?

As the Store Manager, you’ll be at the helm of all sales and operations for a top-tier retail store environment. Leveraging state-of-the-art technology, you’ll bridge the gap between our website and retail stores for our customers. You’ll recruit, hire, and train a team of personable associates ready to help our customers express their style.

We’re looking for a self-starting, high-energy leader who thrives on providing quality customer service. You’ll join a close-knit group of sales enthusiasts, all working together to hit aggressive sales goals and meet timelines to grow the business and develop effective business strategies.

Paired with significant inventory management support, your role in personnel management and support will be crucial in achieving the success of our business and improving customer satisfaction.

**Responsibilities**

* Embody company culture and values, acting as a role model for all team members.
* Recruit, hire, and train sales associates, preparing them to engage our customers in fresh and meaningful ways.
* Drive customer engagement both inside and outside the store, from store events and promotions to community projects.
* Direct the daily activities of assistant managers and sales associates in alignment with the company and store goals.
* Take regular inventory, order products, and collaborate with fulfillment partners to ensure a smoothly running warehouse.
* Ensure operational efficiency by actively managing tasks related to payroll and paperwork.
* Develop and maintain store guidelines that make the store easy to shop at and add value to the customer’s purchase journey.
* Develop business strategies to meet sales goals and improve store performance.
* Focus on improving customer satisfaction as a key goal.

**Required Skills**

* 2 years of experience as a manager in a retail environment.
* Knowledge and familiarity with active lifestyle choices such as yoga, cycling, pilates, weight training, running, nutrition, and other healthy activities.
* Ability to interact socially with customers, employees, and business partners both inside and outside of the store environment.
* Ability to manage a team, including working with individuals to set actionable goals for professional growth.
* Great interpersonal skills, a positive attitude, and the ability to thrive in a fast-paced environment.
* Strong analytical and quantitative skills; comfortable with building advanced spreadsheet models.
* Familiar with Excel, Outlook, and retail inventory and POS systems.
* Self-motivated, a good communicator with a natural ability to bring out the best in others.
* The ability to multitask, set priorities, and work well under pressure.