

POSITION TITLE:	Assistant Retail Store Manager
DEPARTMENT:	Store Location
REPORTS TO:	Retail Store Manager
SALARY GRADE:	E002

OVERALL RESPONSIBILITY:	Perform duties that contribute to the effective operation of the assigned store location. Duties include recommending ways to improve customer service and increase profitability, as well as management responsibilities.
KEY TASKS AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Staff and schedule store personnel to assure that customers are serviced in a timely, courteous manner. • Provide an adequate stock of products and services that meet the needs of agricultural and consumer markets for the operating area at competitive prices. • Stay abreast of new and improved products and services available, and carry them in the store, when appropriate. • Train store personnel on current products and services that are offered by the Co-op. • Manage the inventory of the assigned store location, assuring that the store is properly stocked with merchandise at all times. • Strive for maximum inventory turnover. • Help in the warehouse, as needed. • Determine sales opportunities, gaps in product lines, new product evaluations, etc. and share findings with upper management. • Assist customers with product selection, and make recommendations on how to use the merchandise effectively. • Aid Field Sales Representatives in handling special orders, customer service, follow-up calls, credit control, and developing new marketing plans. • Refer customers with credit or billing problems to the appropriate contact. • Promote a team atmosphere within the assigned store location through leadership. • Support the opening and closing of the POS System. • Complete as much of the retail billing in the store as possible. • Work with sales and receiving personnel to control merchandise receiving, pricing, coding, distribution, etc. • Keep the facility clean and in good repair, both inside and outside. • Maintain proper safety and housekeeping standards in the assigned work area, as described in the Employee Manual. • Perform any other duties, as directed.
SKILLS AND ATTRIBUTES:	<ul style="list-style-type: none"> • Team-Oriented Personality • Management Skills • Knowledge of Farm Operations and Agribusiness • Strong Organizational Skills • Must attain Registered Tech pesticide license within 9 months in position, with goal of attaining 1A certification
EXPERIENCE REQUIREMENT:	<ul style="list-style-type: none"> • Minimum 2 Years College-Level Coursework in Business or Agriculture • Experience in Farm Operations, Agribusiness, Customer Relations, or Retail Sales