

WILDLIFE TRADING COMPANY OF NEW MEXICO, INC.

JOB POSTING

TITLE: ASSISTANT STORE MANAGER

STATUS: FULL TIME, EXEMPT

Purpose and Scope:

The Assistant Store Manager is responsible for all daily functions needed to operate the gift shop, including supervising gift shop personnel, inventory handling and stock organization.

Supervision and Guidance:

The Assistant Store Manager reports to the Store Manager, works under the direction of the WTCNM Corporate staff, and has the ability to handle routine and non-routine functions without close supervision, but within WTCNM policies. The Assistant Store Manager will work within the general guidelines for employees of the institution where the shop is located.

Duties and Responsibilities:

- Creates a "team" atmosphere within the store(s), and assists with staff development.
- Implements operational procedures as outlined by the Store Manager.
- Thoroughly understands and exercises the duties and procedures required of Sales Associates.
- Ensures correct sales procedures are taught.
- Knowledgeable of store merchandise.
- Completes the daily duty rosters.
- Completes the weekly/monthly financials, and transmits to Corporate.
- Coordinates the hiring, training, and conduct of store personnel.
- Ensures cash control procedures established by WTCNM are instituted and scrupulously followed.
- Ensure that stores are adequately stocked.

- Ensures compliance with WTCNM's philosophy of operation for the shops.
- Spends adequate time on the sales floor, and communicate regularly with management on product feedback and customer issues.
- Responsible for ensuring service standards and sales projections are achieved.
- Willing to work in each retail store at facility as needed.
- Maintains high customer service standards.
- Receives goods and maintains the inventory control system for each store.
- Assists with the semi-annual physical inventory.
- Supports store profitability by achieving sales goals and costs controls.
- Perform other duties as required by WTCNM.

Requirements:

- A high school graduate with additional college education in business management, retail or merchandise related courses preferred. Work experience in the retail field may be considered in lieu of college.
- Minimum five years retail experience.
- Ability to meet federal, state and local requirements for employment.
- Ability to lift moderately sized boxes and goods, weighing up to **35** pounds.
- Ability to work flexible schedule, including evenings, weekends and holidays.
- Must possess a valid driver's license.
- Willingness to travel to WTCNM accounts as needed.

Wildlife Trading Company operates retail concessions within zoos, aquariums, and resorts throughout the United States and Canada. We are looking for the Assistant Manager position to be filled inside the Roger Williams Park Zoo location.

This is a year-round, full-time salary position. The zoo is open daily (except for Thanksgiving, Christmas Eve, and Christmas Day) so be aware that we are open and do work in all weather conditions and seasons, including other holidays and all weekends.

At our location, multitasking is essential: we have 35-40 employees and run three stationary shops in the zoo, as well as other smaller pop up retail opportunities. We run four photo operations and a face-painting kiosk daily.

If you are interested in applying for this position, submit a cover letter and resume to wcrwp@gmail.com.

Interviews will be scheduled and placed by 5/17/17.