

AD FOR FULL-TIME OR STORE MANAGER

STORE MANAGER

About the Job:

Well suited to an individual who can work efficiently with minimal supervision; enjoys interacting with customers and vendors; thrives on taking “ownership” of tasks and responsibilities; appreciates accountability for results and is a team player.

Hours are: 9:00 a.m. to 6:00 p.m. No nights! No weekends!

Position Summary:

The ideal candidate will: Drive store performance by executing all store operations at an exceedingly high level. Provide every customer with excellent customer service. Respond promptly to quote inquiries with complete and accurate quotes. Process all transactions through our computerized POS. Meticulously package and have ready for shipping all customers’ goods. Work well with interruptions. Submit accurate reports on a timely basis. Engage in and execute local and online marketing initiatives. Maintain a clean and inviting environment. Be able and willing to do some heavy lifting when required.

Job Requirements:

We are a chain of packaging and shipping stores and are currently looking for an individual with:

- Excellent customer service skills.
- Good verbal and written communication skills/comprehensions.
- The ability to manage priorities.
- Good organizational skills.
- A results-driven approach to their work.
- A positive attitude.
- Some Retail and/or Customer Service experience.
- Good computer skills.

If this sounds like you and you are truly dependable, please respond with your resume and a cover letter.