



Published Role Title	Assistant Store Manager (SYS-51987)
Store Address	Clarks Factory Shop, Unit 43, Cheshire Oaks Outlet, Ellesmere Port, CH65 9JJ
Type of Role	Temp
Temp Role Type	Maternity Cover
Temp Role Duration	9 Months
Hours	Full-time
Main Purpose	
To assist the Assistant Store Manager in leading and motivating the team in order to maximise sales and profit, whilst constantly looking to enhance the customer experience through the highest retail standards.	
Act as a 'Brand Ambassador'-representing and promoting the Clarks brand in and out of store.	
Selling and the Customer	
n/a	
Financial	
n/a	
Other Measures	
n/a	
People	
Be accountable for VM changes and ensure the highest department standards are met Drive and track store sales on an hourly basis and ensure all Team Leaders know their department's targets. Track departmental and store performance on a weekly basis and review Keep up to date with product knowledge, such as store best sellers and new product information. Monitor competition and feedback to the team Give regular feedback on performance to your Team Leaders, e.g. coaching on sales behaviours, ensuring they are also coaching their own team Complete staff observations and assessments with feedback to ensure sales models are adhered to Deliver effective training and track training using tools provided Work with and support the Store Manager to ensure correct decisions are made e.g. store commercials, recruitment etc. Ensure the team are briefed on all relevant communications and prioritise/delegate tasks accordingly e.g. weekly briefs, emails etc. Run the store in the absence of the manager Support the store manager with the running of weekly management meetings and run in their absence Enforce health and safety guidelines and help keep records up-to-date Enforce security guidelines and ensure cash management procedures (cash lifting, banking, till and safe reconciliations) are completed and filed correctly, reporting any discrepancies to the SM Check stockroom standards and ensure stock management principles are adhered to e.g. receipting packing notes and transferring stock out Drive team to deliver exemplary retail standards (ticketing, lacing, sizing, replenishment) Recruit staff using correct recruitment guidelines and ensure consistent inductions are completed Schedule staff to budget, update productivity results daily and take action on hours when needed as well as completing the turnaround Assist the manager with major event preparation (audit etc.)	
Profit / Commerciality	
n/a	
Key Relationships	

Retail Management Team – Area Sales Manager, Outlet Operations Team
• HQ Functions – Marketing, Merchandising, Supply Chain, HR, Finance

Essential Knowledge

Knowledge of / interest in footwear and fashion

Technical Skills

IT proficient, familiar with using a range of systems to manage in-store activity
• Flexibility (eg hours, store location) and mobility within area/region.

Successful Experience

Ideally, experience in a similar role