

de
GRUCHY

J E R S E Y 1 8 1 0

JOB DESCRIPTION

- Job Title:** Fashion Accessories, Luggage and Stationary Department Manager
- Responsible to:** Store Director and Assistant Store Director
- Hours of Work:** 40 hours per week over 5 days out of 7 days a week
- Staff Reporting:** Sales Assistants
- Job Purpose:** To lead, inspire and motivate the sales team in order to deliver outstanding customer service and maximise on selling opportunities enabling the department to achieve and exceed sales targets.

Key Responsibilities

As Sales Manager your role is to identify and maximise all commercial opportunities to achieve your business targets. Passionate and leading from the front, making work fun you will develop and inspire (motivate) your team to give a great customer experience through excellent service and standards of merchandising.

Leadership

Floor based you will create an atmosphere where people can give their best with a common purpose of delivering a great customer experience. With high standards and a coaching style, you will seek to continuously improve the performance from the team.

Maximising Commercial Opportunities

Working with the store director /manager and buying team you will be proactive in delivering on all Key Performance Indicators. Using the marketing calendar and your experience you will plan ahead to maximise the seasonal trading patterns of your floor.

Management

Delivering on the salary to sales budgets taking action as required, you will also be responsible for carrying out all people processes required in line with the companies' policies and procedures (health & safety, disciplinary, appraisal and performance management)

Departmental Standards

You will establish and maintain standards, following brand guidelines as required, for merchandising displays and ticketing within the floor that make it easy and interesting for customers to shop and maximise sales opportunities.

Product Knowledge and Selling Skills

In conjunction with buyers, you will help build the team's product knowledge, ensuring you are a true ambassador of our brands. Encouraging the team to review product information so they know key features and benefits to help convert the sale.

Other Duties

You will be expected to deputise in the store Directors/Manager absence addressing day to day issues such as, store / dept standards, promotional set up, recruitment, disciplinaries, appraisals, Health & Safety, first aid.

Working Safely

Being aware of and adhering to:

- Health and Safety Regulations
- Companies' policies and procedures as outlined in the Company Handbook

Skills Required:

- Customer focused and lead from the front, with the ability to motivate your team to deliver excellent sales.
- Commercial awareness of competitors, customer's needs, etc.
- Demonstrate the key behaviours, listening, support and encouragement, respect, honesty and integrity, working at pace.
- Creative with a positive, 'can-do' attitude and approach with plenty of ideas.
- Excellent verbal and communication skills at both store and support centre level
- Computer literate
- Ability to demonstrate what great looks like.
- Passionate about our brand, product and colleagues.
- Ability to motivate a team to achieve budgets and be highly motivated by the achievement of sales targets.

How to Apply

In order to apply you will be required to complete an application form, please note CV's will not be accepted.

An application form can be collected in store from our accounts department on the first floor or downloaded from our website.

Once you have completed your application, please return to the accounts department or alternatively post to:

Cristina Gherman, A. de Gruchy & Co. Ltd, P.O.Box 18, 50-52 King Street, St. Helier, JE4 8NN.

5 years' residency **IS NOT** required for this position

Although every care is taken to ensure the correct closing dates are advertised occasionally we will close this vacancy prior to the published expiry date if we receive a high volume of applications. It is therefore advisable that you submit your application early to avoid disappointment. In the case of this happening please continue to visit degruchys.com for details of alternative vacancies.