

STORE MANAGER

Job Description



- Oversee the day-to-day operations of the store
- Employ, train and motivate Team Members
- Maintain high standards in customer service
- Maintain high standards of visual merchandising and store presentation
- Develop local marketing and in-store promotional activities
- Ensure Team comply with Company policies and procedures
- Ensure Team are well presented and in full uniform at all times
- Maintain security controls – cash, keys, alarms and stock
- Stock control – receipt and entry of Retail and Rental DVD
- Stock control – ordering and rotation of Confectionary, Chips, Drinks
- Monitor Late Titles and Debt Management
- Analyse store reports and budgets
- Rostering and Payroll
- Daily cash reconciliation, petty cash and banking
- Computer hardware and software maintenance
- Conduct Team Meetings and performance reviews
- Communicate with the Franchisee
- Comply with Occupational Health & Safety guidelines
- Adhere to Video Ezy Corporate standards