

# Yankee Candle Company, Inc.

## Position Description

**Job Title:** ASSISTANT STORE MANAGER

**Department Name:** SATELLITE 03SAT  
**Location:** RETAIL SATELLITE

**Position Purpose:** ASSISTS RETAIL STORE MANAGER WITH THE DIRECTION AND LEADERSHIP OF AN ASSIGNED RETAIL STORE. DRIVES SALES & PROFITABILITY; PROVIDES EXEMPLARY GUEST SERVICE, AND ENSURES VISUAL MERCHANDISING/PRESENTATION AND OPERATIONAL STANDARDS ARE FOLLOWED

**Duty/Responsibility:** RESPONSIBLE FOR ASSISTING IN THE MANAGEMENT AND LEADERSHIP OF A YANKEE CANDLE RETAIL STORE. ASSISTS WITH RECRUITMENT, STAFFING, AND COACHING OF STORE MANAGEMENT TEAM AND SALES ASSOCIATES.

**Duty/Responsibility :** OVERSEES AND DRIVES DAILY SALES PERFORMANCE.

**Duty/Responsibility:** MAINTAINS SERVICE AND OPERATIONAL STANDARDS.

**Duty/Responsibility:** SUPERVISES, COACHES, COUNSELS AND TRAINS STAFF ON ASAP SALES PROGRAM. USES ASAP SELLING TECHNIQUES TO DRIVE SALES AND PROVIDE EXCEPTIONAL GUEST SERVICE.

**Duty/Responsibility:** PROVIDES SUPERIOR GUEST ASSISTANCE THROUGHOUT THE STORE IN A TIMELY MANNER. GREETES GUESTS IN A PLEASANT AND FRIENDLY MANNER. RESPONDS TO GUEST INQUIRIES AND QUESTIONS. PRESENTS APPROPRIATE PRODUCT/MERCHANDISE AND STORE/COMPANY INFORMATION. OFFERS ASSISTANCE WITH MERCHANDISE SELECTIONS.

**Duty/Responsibility:** MAINTAINS STORE FACILITIES; FOLLOWS ESTABLISHED POLICIES AND PROCEDURES TO ENSURE THE SAFETY AND SECURITY OF GUESTS AND STAFF.

**Duty/Responsibility:** OPERATES POINT OF SALES (POS) WITH SPEED AND ACCURACY. PREPARES CASH REPORTS AND MERCHANDISE ORDERS.

**Duty/Responsibility:** PERFORMS OTHER SIMILAR DUTIES IN SUPPORT OF THE MANAGER AND ASSIGNED STORE.

**Reports Directly To (Title):** STORE MANAGER

**Position Has Direct Reports:** NO                      **Number of Direct Reports:** 0  
**Work Relationship (Internal):** DISTRICT AND REGIONAL MANAGER, RETAIL OPERATIONS, HUMAN RESOURCES.

**Work Relationship (External):** GUESTS

**Education:** HS DIPLOMA OR EQUIV                      **Related Experience:** 1-2 years  
**Certifications/Licenses Required:**

**Skills Required:** MINIMUM OF 2 YEARS RETAIL EXPERIENCE WITH INCREASING LEVEL OF RESPONSIBILITY; PREVIOUS SUPERVISORY/MANAGEMENT EXPERIENCE PREFERRED; STRONG WORKING KNOWLEDGE OF GENERAL RETAIL PRACTICES AND PROCEDURES; STRONG COMMUNICATION, INTERPERSONAL, DIPLOMACY AND RELATED SKILLS.

**Position has Budget Responsibility:** NO                      **Approximate Dollar Amount:** \$0.00  
**Financial Responsibilities:**

**Working Conditions/ Physical Demands:** TYPICAL RETAIL STORE ENVIRONMENT. FLEXIBILITY IN WORK SCHEDULE TO WORK EXTENDED HOURS, WEEKENDS AND/OR HOLIDAYS AS OPERATIONAL NEED REQUIRES. REFER TO THE SPECIFIC WEC FOR THIS POSITION.