

Yankee Candle Company, Inc.

Position Description

Job Title: SECOND ASSISTANT STORE MANAGER

Department Name: SATELLITE 03SAT
Location: RETAIL SATELLITE

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

Duty/Responsibility: OVERSEES AND DRIVES DAILY SALES PERFORMANCE.

Duty/Responsibility : RESPONSIBLE FOR ASSISTING IN THE MANAGEMENT AND LEADERSHIP OF A YANKEE CANDLE RETAIL STORE. MAY ACT AS MANAGER ON DUTY WITH STORE OPENING/CLOSING DUTIES.

Duty/Responsibility: ASSISTS WITH COACHING AND TRAINING SALES ASSOCIATES ON ASAP SALES PROGRAM. USES ASAP SELLING TECHNIQUES TO DRIVE SALES AND PROVIDE EXCEPTIONAL GUEST SERVICE.

Duty/Responsibility: MAINTAINS SERVICE AND OPERATIONAL STANDARDS. ASSISTS WITH MAINTAINING ADEQUATE STAFFING THROUGH SALES ASSOCIATE SCHEDULE.

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 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): RETAIL 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 1 YEAR OF 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. BASIC COMPUTER AND MATH SKILLS.

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

Financial Responsibilities:

Working Conditions/ Physical Demands: TYPICAL RETAIL STORE ENVIRONMENT. REFER TO THE SPECIFIC WEC FOR THIS POSITION.