



We have fashioned the lifestyle of a nation for 30 years.
Now is your opportunity to

Join Us

ASSISTANT BRANCH MANAGER

The Assistant Branch Manager is responsible for the efficient operation of a full service branch office including operations, product sales, customer service, security and safety in accordance with the Fashion Bug's standard with coordination of Branch Manager.

Key Responsibilities

- Assist to plan, manage, control, integrates and evaluate the service activities of the assigned branch.
- Assist in assigning and scheduling subordinate's work on a daily basis.
- Assist in planning to achieve individual and branch sales.
- Evaluate all customer complaints and make recommendation, not to repeat complaints.
- Participates in developing, implementing and evaluating branch plans, work processes, systems and procedures to achieve or exceed monthly and annual goals, objectives and work standards.
- Assist in Implementing of seasonal promotional activities as directed by the Marketing Department.
- Assist to Branch Manager to aware of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what regional competitors are doing.
- Provide expertise, guidance, support and assistance to sales staff in day-to-day customer service and sales staff in ongoing customer interactions.
- Assist to Maintaining proper stock levels through out the year.
- Ensure all relevant information are provided to the head office on time.
- Regularly monitors performance and provides coaching for performance improvement and development
- Ensure that the branch maintenance is up the requirements of the Fashion Bug standards .
- Ensure that the exchange counter is operating to the standards given
- Assist to ensure that the good public relationship is build in the region including Police, Government offices, Banks and Regional Trade Associations etc.
- Any other works assigned by the management by time to time.

Qualifications

- Minimum Educational requirements would be a Diploma Level qualification in the relevant field with two years experience or five years experience in the retail marketing industry preferably in the fashion industry.

If you possess the above requirements, please send your CV with a passport size photograph within 14 days with names and contact details of two non-related referees to careers@fashionbug.lk

The selected candidate can look forward to rewarding career with an attractive remuneration package.



FASHION BUG