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BRANCH MANAGER

The Branch Manager is responsible for the administration and 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.

Key Responsibilities

- Plan, manage, control, integrates and evaluate the service activities of the assigned branch.
- Achieve given sales target by leading staffs & getting support from other department as well.
- Achieve other targets given to the branch by the management such as ATV, UPT, Loyalty card, Promotional targets etc.
- Schedule & Assign subordinate's work on a daily, weekly and monthly basis.
- Ensure staff are fully versed on the target for the day/month and excellent customer care standards are met.
- Reviews and monitors daily service activities and operations.
- Provide expertise, guidance, support and assistance to sales staff in day-to-day customer service and sales staff in ongoing customer interactions.
- Regularly monitors performance of staff and provides coaching for performance improvement and development.
- Must maintain given Head count at branch and balancing staff gender /religion wise within the budget.
- Interprets and enforces applicable Company policies, procedures and practices for assigned staff and, as necessary, makes recommendations to Area Sales Manager for improvement in these areas.
- Responsible for entire cash management in the branch & branch cashiers.
- Ensure all relevant information are provided to the head office on time.
- Handle Branch opening on time and closing.
- Coordinate with all Branches & Head Office departments including Administration, Human Resources, Maintenance, Purchasing, Visual Merchandising, Finance etc.

Qualifications

- Minimum Educational requirements would be a Diploma Level qualification in the relevant field with two years experience or 07 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