

TOMY International, Inc.

POSITION DESCRIPTION

JOB TITLE: Retail Outlet Store Assistant Manager

EFFECTIVE: July 2021

DEPARTMENT: 778 – Company Store

OVERALL SUMMARY: The Retail Outlet Store Assistant Manager will assist in supervising all aspects of the Outlet Store to best present TOMY and its products while maintaining good consumer relations, company policies, profitability, and shrinkage control.

EDUCATION: Associates degree in Marketing, Public Relations, or equivalent work experience

EXPERIENCE: Minimum of three years Merchandising and Retail operations experience

PRIMARY RESPONSIBILITIES:

- Supervise store associates regarding merchandise display, productivity, and related paperwork. Order merchandise, following up on all back orders, to maintain proper product levels.
- Reconcile all cash register transactions, change funds, daily deposits, and other daily reports. Supervise associates concerning store policies, proper freight flow, pricing structure, and warehouse storage.
- Develop weekly schedules based upon open store hours, employee productivity and retail sales expected
- Reconcile freight inventories, no charge replacements, department changes, and all other paper/computer work. Detect theft opportunities among customer and employees, reporting observations(s) to the Outlet Store Manager.
- Captain weekly cycle counts of merchandise as directed by the Outlet Store Manager. Verify product counts with store associates and report findings to Outlet Store Manager
- Captain weekly negative on-hand report. Research ALL negative product quantities and report findings to Outlet Store Manager
- Maintain store presentation standards on a daily basis. Use zone recovery process to insure all products are stocked, faced, and priced in a professional manner
- Act in the capacity of the Outlet Store Manager adhering to all standards and procedures in a professional manner

We offer a highly competitive salary and excellent benefit package.
If interested and qualified, submit your resume to hr@tomy.com

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications of employees assigned to this classification.