# Pakistan Jobs Expertini®

### **Assistant Manager Retail**

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Company: Highly Keen

Location: Lahore

Category: other-general

Assistant Manager Retail Highly Keen, Pakistan 1. Supervise Retail Outlets Team by ensuring their presence and good performance at Retail Outlets2. Get Sales Reports from Outlets on daily basis and ensure corrective measures where necessary3. Get Regular reports of stock checks to ensure stock control at outlets4. Train the outlet employees on customer service and product knowledge5. Conduct Monthly Performance meetings (at Head Office) with Retail Outlets team6. Prepare Performance Management Report, Customer Feed back report, and attendance report of Retail Outlets on monthly basis7. Deal with Franchisee Owners and Shop in Shop Head for retail Issues8. Do surprise Visits at Retail Outlets (Time to Time) to check the Retail Team.9. Plan the shelving and merchandizing of products at retail outlets10. Any Other Tasks assigned by Management Job Specification Analytical SkillsCommunication SkillsLeadership SkillsDecision Making Skills Management Consulting - Lahore, Pakistan

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