

Assistant Manager Retail

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Company: Highly Keen

Location: Lahore

Category: other-general

Assistant Manager Retail

Highly Keen, Pakistan1. Supervise Retail Outlets Team by ensuring their presence and good performance at Retail Outlets

2. Get Sales Reports from Outlets on daily basis and ensure corrective measures where necessary

3. Get Regular reports of stock checks to ensure stock control at outlets

4. Train the outlet employees on customer service and product knowledge

5. Conduct Monthly Performance meetings (at Head Office) with Retail Outlets team

6. Prepare Performance Management Report, Customer Feed back report, and attendance report of Retail Outlets on monthly basis

7. Deal with Franchisee Owners and Shop in Shop Head for retail Issues

8. Do surprise Visits at Retail Outlets (Time to Time) to check the Retail Team.

9. Plan the shelving and merchandizing of products at retail outlets

10. Any Other Tasks assigned by ManagementJob SpecificationAnalytical Skills

Communication Skills

Leadership Skills

Decision Making Skills

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