

OLIVIA BURTON

L O N D O N

Assistant Store Manager

Our company & Job purpose

Movado Group UK, one of the world's premier watchmakers is looking for a passionate Assistant store Manager to support the sales and the management of our Olivia Burton Flagship store in Covent Garden. Olivia Burton has been established in 2012, in the heart of London, by two female founders who had the vision to create a new, distinctive brand. Today we are creating beautiful watches and stunning Jewellery with a uniquely British twist

Reporting To

Store Manager

Responsibilities

- Creating a welcoming environment for customers in the store
- Providing excellent customer service
- Ensuring that the store is clean, safe and presentable for customers
- Drive sales and increase conversion rate
- Taking over responsibility for the store when the Manager is absent
- Motivating staff members to meet and surpass targets
- Passing on managerial communications to other members of staff and ensuring that these are implemented
- Maintaining and monitoring store inventory
- Training staff members and pursuing their own training in-store as well
- Coordinating, monitoring, and reporting on daily operations
- Assisting with the development of new sales and recruitment strategies
- Ensuring the store environment complies with health and safety regulations
- Maintaining a clean, organized and aesthetically pleasing store front
- Resolving customer complaints and concerns in a timely manner
- Ensuring that store policies and procedures are followed

Skills Required

- + 5 years' experience in retail
- Excellent customer service and communication skills
- Knowledge of KPI's and how they impact the stores performance
- Desire to increase sales
- Able to work a flexible schedule
- Attention to details
- Enthusiastic, highly motivated with a can-do attitude
- Strong leadership and people management skills
- Strong organizational skills, with the ability to multi-task and manage a varied workload
- Curious, pragmatic and solution oriented
- Fluent in English and a second language would be a bonus.

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What we offer

- Competitive salary package
- 25 days annual leave
- Private Health care, life insurance and Income Protection
- Company pension scheme
- Opportunity to work in a newly refurbished Store