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**Title:** Assistant Store Manager

**Location:** Ottawa

**Status:** Full-time

**Company Profile:**

Brachic is a women owned, Canadian-based company in the Lingerie and Swimwear industry with 14 years of success and quality service. During that time, Brachic has grown from a one woman operation to an established enterprise that has been nominated as one of the top bra fitting boutiques in North America 6 years in a row. Brachic is proud to work within the community by donating to women's shelters, partnering with local high schools to give young women in need the support they deserve. We are always striving to support local by continually looking for opportunities to grow and network with other local women led businesses.

**Job Description:**

The Assistant Store Manager (ASM) is an entry-level position into the management career path. The ASM supports the Store Manager in the daily operations of the store.

This includes the responsibility of assisting the store in achieving its sales goals, meeting merchandising standards and delivering operational excellence through effectively leading a high performing team.

## Leadership

Motivate and inspire the team by delivering a compelling vision and purpose, which encompasses the core of Brachic's brand.

Build and support effective relationships with all teammates and effectively lead positive change.

Assist Store Manager in the training of new employees.

Effectively communicate with the management team to align and help drive business strategy.

After probationary period is over, must be willing to undertake learning and development courses to enhance leadership and management skill set with the Retail Council of Canada.

Reinforce Brachic's Policies and Procedures in partnership with Store Manager.

## Operations

Maintain Brachic brand standards of welcoming, neat, clean and organized sales floor. Ensuring effective flow of cash desk area and maintain fitting room standards. Ensure store environment is welcoming, safe for colleagues and customers.

Greet, assist and fit customers when necessary.

Maintain and develop the store's social media presence. Plan and oversee social media campaign's.

Support/Lead the efficient and productive handling of all merchandise including receiving shipments, replenishment, markdowns and inventory price changes while maintaining backroom standards.

Support the Store Manager in the execution of the short and long term business plans that will drive maximum sales results.

Support the Store Manager with inventory.

## **Qualifications:**

### Experience

- 5 years of experience in a retail setting
- 1 year minimum of experience in a supervisory role

### Education


- High school diploma/GED Required
- College or university degree considered a strong asset

### Skills

- Strong communication skills to confidently converse with customers/clients
- Excellent customer service skills to go beyond expectations of our customers
- Organizational skills to effectively process all paperwork/products
- Self-confidence to take the initiative to approach potential customers/clients
- Familiar with point-of- sales systems in a retail environment
- Computer proficiency including Microsoft Office suite, internet use and social media platforms (i.e. Instagram and Facebook)

## **Working Conditions:**

- Fun retail environment
- Healthy staff discount
- Within walking distance of Transitway
- Employee parking
- Requires physical effort (i.e. being on your feet for extended periods of time, regular handling of shipments and general store upkeep.)



## Work Hours

- 30-40 hour workweek (5 days)
- Monday – Saturday
- 80% of these hours will be spent managing the retail floor
- All full-time staff are expected to be available from 10am to 7pm

If you have a passion for the industry, are interested in a great opportunity and want to help us grow together, please forward your resume to [careers@brachic.ca](mailto:careers@brachic.ca)

Brachic would like to thank all applicants, however only those who qualify for an interview will be contacted.

