

## **File Number Two Thousand has a Job Vacancy**

**Position: Assistant Manager**

### **Job Function for the Position :**

- Support the Manager in the daily operation of the store and take some Managerial duty in the absence of the Manager;
- Makes sure for a smoothly, clean and meet the budget sales and goals;
- Supervise the employees work with the customers and help carry out tasks given by the Manager;
- Ensure that the staff is up to date with the functioning of new electronics in the store and provides customer service;
- Represents the Managing Director and Manager and acts a role model to the staff that has to report to the Assistant Manager;
- Solves problems on a professional level should one arise at the store in a prompt manner;
- Assists with customers when required.

### **Job Skills:**

- Strong leadership skills;
- Ability to follow directions;
- Ability to be responsible;
- Ability to make prompt yet decisive decision;
- Ability to solve problem with customer and staff should one arise;
- Ability to work in as a Team Player;
- Knowledge of the electronics in the store ( prices, features, brands etc);
- Have a level head and excellent people skills.

### **Job Qualifications:**

- Secondary Education any other educational level a plus
- More than five (5) years experience in the electronic field;
- Ability to communicate clearly in the English language both written and oral
- On time and honest and willingness to work overtime holidays and weekends.

Suitable candidates should email their resume, diplomas and certificates to the Department of Social Welfare and Labor at Soualiga Road # 1 Pond Island Great Bay