

Position Title: Assistant Store Manager **Reports To:** Store Manager

Location: 4468 W Saanich Road, Victoria

Liquor Plus is Looking for You! So, who are We? Liquor Plus is a Family Owned and Operated Organization on Vancouver Island. We Operate with a Passion for our Products, and a Commitment to our Customers, and Community.

Working for Liquor Plus is a Great way to Interact with your Community, make new Friends, and Impress People with your Wine Knowledge. If you're like us, you are interested in Learning about the Amazing Offering of Local Beers, Wines, and Spirits, and Engaging with Customers to help them make Great Choices!

Position Summary

The Assistant Store Manager is Responsible for Contributing to the Operating Results of the Store and the Maintenance of Excellent Operating Standards. This includes the Planning, Organizing, Directing and Evaluation of the Stores Operations. This is a regular full-time management position that requires excellence in Customer Service, as well as Communication and Time-Management skills.

We Provide:

- Competitive Wage and Benefits Package
- Dynamic Workplace & Awesome Coworkers
- Frequent Wine & Trade Tastings
- Team Member Discount at 8 locations
- Footwear Allowance

Key Responsibilities

- Supports the Store Manager in Building Strong Customer Relations and works with Company Management and staff to establish and maintain a high level of Customer Confidence
- Assists the Store Manager with the Preparation of the 4-week budget and the ongoing Review of Results

- Orders Products according to the Established Amounts, Order Dates, Receiving Dates and Costs, Allocating Ordering Responsibilities and Working with the Head Buyer
- Works with Stakeholders to Ensure all Products are Merchandised in a Clear and Attractive Manner
- Ensures all Product Received has been Signed in and Stored in a Professional manner and in Accordance with Company policy
- Supports the Store Manager and Operations Manager with Product Price Verification Schedule
- Ensures that the Total Store Operation is kept to a High Standard of Cleanliness at all times
- Conducts Inventory Count Procedures as Assigned by the Store Manager

Other Related Duties

- Adapts Employee Scheduling to Ensure Sufficient Coverage of Duties, and maintain High Levels of Customer Service.
- Maintains High Productivity levels and Creates Efficiencies through Proper Delegation and Management of Coworkers.
- Participates with the Store Manager in Maintaining Company Policies and Assists the Store Manager with Staff Training as Required

We want our team members to have:

- Previous Management and/or Supervisory Customer Service Experience in a Fast-Paced Environment (2+ years)
- Proficiency in Communications, Delegating, and Fostering a Positive Team Environment
- The Ability to Lift 25kg Frequently

We want our team members to be:

- Confident to Learn about a Wide Variety of Products, with Passion for the Constantly Evolving industry
- Delighted in Interacting with the Community, Creating Relationships with Customers, and providing Great Service and Recommendations

- Committed to Working as a Team to Create a Supportive and inviting Environment!
- Ready to apply their Drive and Creativity to building Attractive and Successful Displays

Requirements:

- *Must be 19+ Years of Age*
- *Must have Serving it Right Certification*

Working Conditions:

- Standing / Moving for 4-8 hours
- Lifting and/or Carrying Merchandise up to 25lbs on a Frequent Basis
- Lifting above the Shoulder