

Store Manager Wanted

The Embassy Cooperative Association (ECA), an employee association of the U.S. Embassy in Rabat is seeking a full time **Store Manager/Inventory Control Specialist**. The store manager will be responsible for managing the commissary and the quick shop at the Embassy. A detailed summary of responsibilities can be viewed below. Candidates should at a minimum have a bachelor's degree in business administration or marketing or equivalent field, at least 3 years of marketing and sales management experience and are functionally fluent in English. Resumes and contact information should be sent to eca@mtds.com before January 15th, 2015.

Store Manager/Inventory Control Specialist

Job Responsibilities:

Store Manager Job Duties:

- Completes store operational requirements by scheduling and assigning employees; following up on work results.
- Maintains store staff by, orienting, and training employees.
- Maintains store staff job results by coaching, counseling, planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Ensures availability of merchandise and services by maintaining inventories.
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; suggesting clearance sales to the General Manager; studying trends.
- Markets merchandise by studying advertising, sales promotion, and display plans; analyzing operating and financial statements for profitability ratios.
- Secures merchandise by implementing security systems and measures.

- Protects employees and customers by providing a safe and clean store environment.
- Maintains the stability and reputation of the store by complying with legal requirements.
- Recommends to the General Manager marketing strategy changes by reviewing operating and financial statements and departmental sales records.
- Maintains operations by coordinating, and enforcing program, operational, and personnel policies and procedures.
- Contributes to team effort by accomplishing related results as needed.

Store Manager Skills and Qualifications:

Customer Focus, Tracking Budget Expenses, Pricing, Vendor Relationships, Market Knowledge, Staffing, Results Driven, Strategic Planning, Management Proficiency, Client Relationships, Verbal and written Communication, Proficiency in English, and Strong computer skills to include word, excel and outlook.