



Mart Supervisor

- **Vacancy for:** 1
- **Posted on:** Feb. 12, 2018
- **Deadline:** Feb. 24, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Lalitpur
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Bachelor's in Business Administration
 - 3 years of related experience in related field
 - Good knowledge of Accounts, Computer etc
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Job Description

- Manage retail staff, among which includes people working on the floor, and the cashiers
 - Meet financial goals by analyzing variances; initiating corrective actions in preparing an annual budget; formulating pricing policies and scheduling expenditures
 - Work on store displays
 - Attend trade shows in order to identify new services and products
 - Recruit, Coach, counsel, discipline and train employees
 - Identify market trends that appeal to customers
 - Ensure products are clean and ready to be displayed
 - Approve contracts with store vendors
 - Maintain inventory and ensure items are in stock
 - Analyze financial statements in order to enhance profit making opportunities
 - Ensure promotions are accurate and in tune with company's standards
 - Utilize computers to record sales figures, for data analysis and forward planning
 - Make sure that health and safety measures are met
 - Ensure that hours of operation are in compliance with local laws
 - Organize and distribute staff schedules
 - Help, drive, motivate, and encourage retail sales staff to achieve sales targets
 - Handle customer complaints, issues and questions
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Applying Procedure

Apply Link : <https://merojob.com/mart-supervisor/>

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