



Job Description

POSITION: Assistant Store Manager

REPORTS TO: Store Manager

STATUS: Full-Time/Salaried Position

JOB OVERVIEW:

The Assistant Store Manager is committed to achieving RONA's goals for Sales and Standards, by overseeing specific Front-End departments designated by the Store Manager as well as sharing MOD duties. Second in command to the Store Manager, the Assistant Store Manager will develop and maintain a high level of customer service and sales productivity to maximize sales and gross margin through developing and maintaining effective sales teams to provide customers with the best shopping experience possible.

QUALIFICATIONS:

The successful candidate will possess:

- Positive attitude and proven ability to provide exceptional customer service
- Flexible availability based on store needs (including evenings and weekends)
- Exemplary listening, communication & interpersonal skills
- Leadership capabilities. Proven ability and commitment to managing the performance of others; able to motivate, empower, train, and coach others to a higher level of success and accountability
- Effective time management and problem solving skills; monitors progress and adjusts for concerns
- Proficient computer skills and basic math skills
- A high sense of urgency and drive; able to set priorities and deliver results within deadlines and ability to remain calm in stressful situations
- Ability to perform work duties that involve stretching, bending, lifting, and carrying medium to heavy products
- The overall knowledge of the business' strategic position in their market. General knowledge of the building construction industry; trends, products, application techniques, & projects (preferred)
- Retail management and sales experience in the Hardware and Renovation industry (preferred)
- A Clear understanding of finance and budgets; annual business plans, sales, margins, expenses, budget control, P&L statements (preferred)
- Knowledge of RONA Store Operation Standard (preferred)
- First-aid certification (preferred)

RESPONSIBILITIES:

The successful candidate will be able to;

Service

- Demonstrate and encourage RONA values by considering them in every store decision made and by ensuring team members are encouraged to do the same
- Encourage team members to provide excellent customer service to all RONA customers to ensure that they have a superior shopping experience. The Assistant Store Manager promotes and develops store level priorities that complement National Initiatives by leading by example and empowering team members
- Support Managers by responding to customer concerns that are out of their scope of decision making; respond in an appropriate manner to ensure customer satisfaction

Created: June 2010

Job Descriptions are a general list of tasks and responsibilities associated with the position and do not always represent the total duties of the role. We encourage all Managers to strive to strengthen these competencies for one's career development at RONA.

Training and Development – Staff Development and Coaching

- Participate in regular professional development and training – including computer assisted training
- Provide opportunity for training. Oversee and/or set up formal/informal vendor training and follow up with Team Leaders on RONA training programs
- Develop each team member to maximize individual and team contribution. Includes training, motivating, and coaching. Sets clear expectations for performance results
- Provide regular feedback and coaching as well as corrective feedback and discipline when necessary

Labour Budget Control and Scheduling

- Effectively anticipate and schedule department needs within department's labour budget
- Ensure appropriate staffing within departments by considering peak demand, promotional events, and wage expense
- Work together with the Management team to maximize profitability; work within budgets and control expenses through close monitoring of labour, inventory management, overhead and other store expense

Forecast Store's Needs and Recruitment

- Oversee and maintain RONA's Store Operation Standards and Initiatives. Communicate store needs and priorities to floor staff and plans for implementation and action; follows up as necessary
- Develop with the Store Manager, the annual operations budget; works with store management team to control expenses through monitoring of labour, inventory and overhead, and other store expenses
- Set and track the store's financing objectives and activities (ie. RONA Advantages)
- Work together with management to determine hiring needs, recruit and hire new team members when necessary
- Create and maintain various sales and budget reports. Review Blueprint weekly and implements actions as directed by Home Office; tailor home office communications and directives to match the abilities of the store while still achieving results
- React to any events that may affect the department by providing solutions and corrective actions
- Attend scheduled meetings (Management and Team Leader meetings, Store meetings, Shrink and Department Walks)
- Participate in store committees (Customer Service Committee, Joint Health and Safety Committee, Social Club)
- Complete Store Walks with the Management Team to encourage communication and discuss any issues, changes or future plans
- Perform MOD duties including directing store operations in the Store Manager's absence; opening or closing the store, closing down computer systems, locking and shutting down the building
- Manage and oversee Front-End departments that are designated by the Store Manager; Ensures all Store Standards and Procedures are successfully implemented in the store. May be involved in Office and Payroll Administration functions as required
- Work with the Operations Manager to ensure adherence to Bill 198

Inventory Management and Merchandising

- Maintain current market trend knowledge and knowledge of competitor strategies; utilizes these to develop creative marketing approaches
- Work with Order Team to ensure product availability to control departments' inventory levels effectively
- Follow up on Stock-out and inventory control for departments. Shrink conscious and works diligently to reduce loss
- Oversee the merchandising standards of the store. Understands and executes merchandising and marketing initiatives developed by home office. Actively involved in flyer preparation and execution
- Ensure inventory integrity through monitoring procedures and working with the Front-End team to identify problem areas; adjusts systems and trains staff as necessary

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Health and Safety

- Follow all RONA policies and procedures as outlined in the Employee Handbook, National Health and Safety Guide, Code of Conduct, and any other corporate communication
- Ensure safe work practices are adhered to by all team members and that safety training and personal protective equipment are available to all team members

CORE COMPETENCIES:

Rona's Values

Service
Unity
Respect
Search for the Common Good
Sense of Responsibility

Leadership Competencies

Managing Vision and Purpose
Emotional Intelligence
Ethical Leadership
Managerial Courage (Candid Communicator; Results Orientated)
Inspiring and Developing Effective Teams
Decision Making; Planning and Accountability

Operational Competencies

Financial Acumen
Marketing
Merchandising
Inventory Management
Shrink
Customer Service
Business Development and Strategic Awareness
Sustainability Orientated
Health and Safety
Planning

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