**Three Sisters Furnishings Job Description**

Assistant Store Manager with opportunity to advance to Manager

**About Three Sisters Furnishings**

Three Sisters Furnishings is a family owned and operated business that began in 2009, named to reflect the three daughters of Roger and Judy, it is truly a family business. While the girls—and now their children—remain involved in the business, they have their own careers. Therefore, we are seeking to hire an assistant store manager, with potential to become the store manager.

Three Sisters furnishings is a Specialty Retail Store in the Lakes Area of New London/Spicer, in Kandiyohi County. Described by our clients as a “General Store,” we try to offer something for everyone. Gifts, Home Décor, Kitchen/Pantry Items, Food, Jewelry, Children’s, Apparel and Amish Furniture make up our product lineup. Custom Amish Furniture represents approximately fifty percent of the revenue.

**Job description:** Top Duties and Qualifications

The candidate will be responsible for facilitating and supervising daily activity of the store to insure efficient and productive operations. Maintaining the caliber, reputation and integrity of the business is imperative.

**Duties and Responsibilities**

* Supervise, recommend and train employees in the areas of sales, customer service, product knowledge and display
* Develop and maintain schedule for employees, promotions, holiday sales and other pop-up opportunities
* Maintain and create sales promotions that may include traditional platforms, as well as social media
* Inventory management with focus on; ordering and vendor interaction, stocking, clean and attractive display
* Work with Owner/Operations Manager to maximize efficiencies in purchasing, cost control and maintaining margins
* Maintain environmental aspects of the business, including indoors and outdoors, with a focus on cleanliness, order and display
* Ability to learn hard-wood furniture business
* Additional duties as necessary

**Skills and Qualifications**

* Self-starter
* Interpersonal communication skills
* Customer service skills
* Organizational skills
* Integrity and honesty
* Willingness to collaborate with staff and owners
* Knowledge and skill in MS Office
* Point of Sale experience

**Starting Salary Range**

Depending on experience and education, starting salary will be in the $17.00 to $20.00/hour range, commensurate with education and experience. Bonus opportunity based on store profits.