

## Temporary Assistant Store Manager North Carolina A & T State University

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Posted Nov. 25, 2020, set to expire Mar. 27, 2021

<b>Job Title</b>	Temporary Assistant Store Manager
<b>Department</b>	Temporary Employment
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Nov. 25, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Job Website</b>	<a href="http://jobs.ncat.edu/postings/21365">http://jobs.ncat.edu/postings/21365</a>

### Apply By Email

### Job Description

The Assistant Manager is a member of the management team responsible for managing ELEMENTS (C-Store).

Managerial responsibilities of the Assistant Manager shall consist of, but not necessarily be limited to, the following: supervising and directing the activities of non-permanent employees, ensuring excellent customer service, hiring, training and development of employees, monitoring compliance with university policies and procedures, cash reconciliation, daily deposits, maximizing sales and profitability, controlling expenses, maintaining stock levels and inventory and ensuring the flawless execution of programs. Have responsibility for ordering, creating purchase orders, receiving and restocking of product for the store.

The Assistant Manager is also responsible, in conjunction with the Store Manager, for accomplishing store goals/objectives. The perfect fit for our team would assist management in creating a positive store culture, which provides the customer with an excellent shopping and customer service

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experience. Additionally, they would be self-motivated, dependable and able to work effectively in a fast-paced environment while maintaining 100% total customer focus.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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