

Manager, Product Development Center
Alcorn State University

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Posted Jun. 11, 2024, set to expire May 10, 2025

Job Title	Manager, Product Development Center
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Fiscal Services Communications/Public Relations Agriculture/Animal Care Administrative Support/Services
Job Website	https://jobopps.alcorn.edu/postings/7167

Apply By Email

Job Description

The Manager will oversee the daily operations of the Center. The Center is designed to be instrumental in supporting the diversification of our local economy by adding value to Mississippi's agricultural and food sector industries. Thus, the Center will provide a learning environment where Alcorn's students and small farmers/entrepreneurs will have an opportunity to gain hands-on experiences with value-added processing, production and business management, nutrition education, and retail. Currently, the Center serves as a retail store to sell value-added products such as but not limited to hot sauce, spices, wing sauce, fruit preserves, hair, skin, bath and body products to the public.

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Essential Job Functions

- Responsible for the overall management and operations of the store
- Demonstrate ability to communicate effectively.
- Individuals must demonstrate competency in the use of computers, computer programs (such as Excel, PowerPoint, Word, etc.) including digital media.
- Enter purchase requisitions on the Banner System and manage and monitor requisitions.
- Supervise and train students, staff and volunteers to build and sustain a high performing team.
- Develop and implement processes to ensure follow through and completion of tasks.
- Update and maintain weekly financial records and provide the report ASU business office.
- Coordinate contracts to ensure availability of products and services.
- Develop and implement business strategies to attract new customers, expand store traffic and increase sales and profitability.
- Deliver excellent service to ensure customer satisfaction.
- Investigate and effectively address customer complaints and concerns.
- 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.
- Create a report of the stock on a weekly basis.
- Maintain good relations with the customers.
- Maintain the inventory and ensure the availability of products.
- Ensure the store's compliance with health and safety rules and regulations.
- Other duties as assigned

Qualifications

BS in Business, Marketing or other related field and a two to three years of retail management experience.

Contact Information

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

Contact



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