

Corvette Store Assistant Manager



INCUMBENT: Vacant
REPORTS TO: Corvette Store Manager
LOCATION: Bowling Green, KY
STATUS: Full-time, Non-Exempt
DATE: Open Until Filled

DESCRIPTION

The Corvette Store Assistant Manager supports the Corvette Store Manager in the day-to-day operations of the Corvette Store. This position is a leadership role within the Corvette Store - balancing business priorities and providing hands-on support and management to Corvette Store Associates. The Corvette Store Assistant Manager plays a key role in maintaining the efficiency of the store's operations and promotes a great shopping experience for store patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a strong focus on the brand by consistently driving engagement, knowledge, and passion among the store team.
- Provide direction and guidance to Corvette Store staff, including day-to-day supervision and training, to ensure effective operations while providing excellent customer service.
- Assist Store Manager in preparing weekly work schedules and communicating duty assignments to the Corvette Store staff.
- Regularly schedule and conduct store staff meetings.
- Review and approve employee time in ADP and conduct introductory period and year end performance reviews for Corvette Store staff.
- Invest in and promote the development of associates and roles to promote internal growth.
- Create and maintain the National Corvette Museum company vehicle schedule, coordinating with other departments to schedule regular maintenance and cleaning of company vehicles.
- Build and nurture relationships with store partners and vendors.
- Analyze store metrics and collaborate with the Store Manager to boost sales across brick and mortar, eCommerce and car show platforms.
- Contribute to daily/weekly/monthly business analysis and reports.
- Support buyer/inventory control specialist on reorders and new merchandise.
- Learn and understand the management of Corvette brand licensing requirements and processes.
- Manage and understand budget processes including forecasting.
- Work with store manager, inventory control specialist, buyer and floor supervisor to enhance merchandise selection and customer experience.
- Proactively identify and assist with working in areas of the store where help is needed.
- Learn and oversee the operation and process of R8C Jr. and Vintage Shop programs.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- College degree or equivalent years of experience in business management, retail management, or related field.
- Experience in cash management and business analysis.
- Minimum of 3 years work experience in a customer service or retail supervisory role required.

QUALIFICATIONS

- Must have strong decision-making and analytical skills.
- Exemplify leadership skills while managing and prioritizing multiple tasks.
- Must be knowledgeable in Microsoft Office Suite.
- Knowledgeable in utilizing Shopify or other similar point of sale system.
- Excellent verbal and written communication skills.
- Must be an organized and detail-oriented individual who can work accurately and efficiently under pressure in a fast-paced environment.
- Exemplify unquestioned personal and professional integrity.
- Ability to operate a cash register and other store equipment efficiently and accurately.
- Ability to read and perform basic math skills.
- High level of commitment to team and company values.
- Strong attention to detail, establishing priorities, and following instructions.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Must have sufficient mobility to regularly stand, bend, reach, push, pull, lift, carry, and walk throughout the store and Museum.
- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry 30+ lbs. and push/pull 50+ lbs.
- Ability to operate computer and other office equipment.