



**WESTERN  
RANCH  
SUPPLY**

# *Boutique Manager*

## Job Description

The boutique manager plays a critical role in the store's success. Requires excellent customer service, a positive attitude, strong communication skills and the ability to maintain store cleanliness and appearance while managing the clothing employees.

### Key Areas of Responsibility

- » Meet and greet customers
- » Provide excellent customer service
- » Create monthly schedules for clothing employees
- » Manage clothing employees
- » Display consistent and sound judgment with returns/exchanges regarding store policy
- » Maintain department
- » Stay familiar with and manage products
- » Other duties as needed

### Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Strong attention to detail
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiar with standard retail processes
- » Dependability/respect for schedule and co-workers

### Physical Demands:

- » Close vision for PC work
- » Standing for long periods of time
- » Heavy, repetitive lifting (no more than 50lbs)
- » Bending, carrying, and pushing

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job.



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**West End Billings**  
7305 Entryway Drive  
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**Great Falls**  
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**The Shop**  
1615 6th Ave. N  
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