



**WESTERN  
RANCH  
SUPPLY**

# *Clothing Assistant Manager*

## Job Description

The Clothing Assistant Manager helps the Clothing Manager buy product and maintain the floor. The position requires excellent customer service, a positive attitude, strong communication skills and the ability to maintain store cleanliness and appearance while managing the clothing employees, as well as assisting in buying from certain vendors.

## Key Areas of Responsibility

- » Meet and greet each customer
- » Provide excellent customer service
- » Assist in buying products
- » Assist manager with duties like schedule making, managing employees, and creating task lists for employees
- » Keep department clean and organized
- » Familiar with computer system and products
- » Always arrive on time and ready to work
- » Other duties as needed

## Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Buying experience
- » Positive attitude and willingness to learn
- » Excel in fast-paced, evolving work environment
- » Familiar with standard retail processes

## Physical Demands:

- » Close vision for PC work
- » Standing for long periods of time

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



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