



# *Great Falls Store Manager*

## Job Description

The Great Falls store manager is responsible for all operations and employees at the Great Falls location. Plays a critical role in the store's success; meeting payroll hours and budgeting sales goals. Requires strong leadership skills and the ability motivate and supervise employees. Must show professionalism and maintain a clean and organized store while providing excellent customer service at all times.

## Key Areas of Responsibility

- » Manage all employees at store
- » Provide great leadership and organize employees
- » Motivate and train staff
- » Be willing to assist staff and customers in whatever work capacity is needed
- » Set sales goals
- » Maintain a clean and organized store
- » Schedule employees

## Skill Set Requirements:

- » Strong communication skills
- » Strong customer service skills.
- » Strong organizational skills
- » Punctuality and attendance
- » Team player
- » Maintain a positive attitude
- » Familiar with standard retail processes
- » Willingness to work

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