

## GENERAL SALES MANAGER

### Job Description

#### SUMMARY

The General Sales Manager will have the primary responsibility for managing all aspects of a Charming Charlie retail store. This key position will create a selling environment that is focused on customer service and achieving business results. You must have a personality and attitude that creates an environment where Associates enjoy coming to work every day and customers love to shop. We are helping women find their fabulous and a General Sales Manager will Charming Charlie will drive that excitement in the customer experience!

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Recruiting, interviewing and hiring outstanding people.
- Coaching and developing team to achieve results.
  - Communicating, executing and managing internal and external marketing and visual merchandising initiatives to achieve Charming CHARLIE goals.
- Ensure adherence to all retail policies and procedures by staff.
- Establishing and monitoring scheduling, staffing and payroll.
  - Maintaining proper inventory controls, facilitate inventory transactions and maintain compliance standards for shrink control.
- Analyzing various business reports to understand trends and opportunities.
  - Managing all scheduling and payroll functions to maximize sales and productivity while meeting/exceeding company financial goals.

#### Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma required, college degree preferred
  - Minimum 2 years retail management experience in a high volume / high unit, multi-million dollar fashion retail environment is required.
- Considerable knowledge of retail systems, HR practices, and retail operations.
- Excellent communication and organizational skills.
- Proven ability to recruit, select, and develop the best talent.
- Proven track record of results with a high level of business acumen.
- Keen ability to thrive in a fast paced, multi-tasking environment with shifting priorities.
  - Acute attention to detail with a strong ability to prioritize and execute tasks effectively and efficiently.
- Must have a high level of integrity
- Multi-lingual is beneficial.
- Must be eligible to work in the US.

Charming Charlie is the fastest growing retailer in the US and got voted Hot Retailer of the Year by the ICSC, so we have a lot to be excited about. Our Mission Statement is "to deliver fashion right accessories at a fabulous value and fun environment." Please visit our website at [www.charmingcharlie.com](http://www.charmingcharlie.com) or check out our Facebook fan page to hear what our customers are saying about us. Any interested candidates please forward a resume to Laurie.Bosch@ charmingcharlie.com.

Please also check out our recruiting video and some Charming Charlie articles!

Recruiting Video): <http://www.youtube.com/watch?v=DAMLovzOapM>

- Charlie in Bloomberg: <http://www.businessweek.com/articles/2012-02-17/a-former-bank-analysts-thing-for-bling>
- MTV commercial featuring Charlie: <http://www.mtvu.com/video/?vid=677573>
- Charlie's article in Smart Business: <http://www.sbnonline.com/2011/03/charming-charlie-grows-by-listening-to-customers/>
- Charming Charlie's YouTube Channel: <http://www.youtube.com/user/CharmingCharlieTV>
- Charming Charlie – A Jewel of a Chain: <http://www.chron.com/default/article/Charming-Charlie-a-jewel-of-a-chain-2341504.php>