PET STORE ASSISTANT MANAGER

Job Description:

**Pet store Assistant Managers** assists the general store manager to oversee operations and staffing for retail pet store locations. Managers of pet stores are responsible for managing all day-to-day duties that ensure the smooth operation of a pet store. They may work for a standalone shop or a store that's part of a larger chain of locations. Pet store assistant managers at large corporate chains can progress to higher regional positions within the organization such as district manager or director. Corporate chains, or large independent retail locations, may have store assistant managers that oversee several individual department personnel and in-store service providers.

Job Responsibilities:

* Assist the manager in supervising the day-to-day operations of the administrative department and staff members.
* Hiring, training, and evaluating employees, taking corrective action when necessary.
* Developing, reviewing, and improving administrative systems, policies, and procedures.
* Ensuring store is stocked with necessary supplies and all equipment is working and properly maintained.
* Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
* Oversee and approve ordering of department inventory and supplies.
* Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
* Collecting, organizing, and storing information using computers and filing systems for preparing reports to administration.
* Adhere to and enforce policies and procedures.
* Resolve issues with clients and customers
* Overseeing special projects and tracking progress towards company goals.
* Building new and expanding existing skills by engaging in educational opportunities.
* Ensure department functions to produce revenue for the company.
* Manage interoffice personnel, equipment, and procedural issues.
* Ensure all animals are being treated humanely
* Ensure all animals are appropriately cared for
* Organize and promote pet adoption fairs
* Supervising the operation of additional store services, such as grooming, pet training, etc

Job Qualifications:

* Associates in business management or related field required
* Bachelors in business management or related field preferred
* Experience working with animals
* Experience as a pet store assistant manager

Opportunities as a pet store assistant manager are available for applicants without experience in which more than one pet store assistant manager is needed in an area such that an experienced pet store assistant manager will be present to mentor.

Job Skills Required:

* Love for animals
* Exceptional leadership and time, task, and resource management skills.
* Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
* Proficiency with computers, especially MS Office.
* Ability to plan for and keep track of multiple projects and deadlines.
* Familiarity with budget planning and enforcement, human resources, and customer service procedures.
* Willingness to continue building skills through education opportunities.