


Assistant Branch Manager

Zam Zam International

	Total Positions: 8	Experience: 0-1 Years
	Gender: Male	Travel Required: 0-10 %
	Min Education: BBA-MBA	Job Shift: Morning
	Career Level: Entry Level	Salary Range: Confidential
Category/Industry: Retail		Max Age Limit: 18-25 Years
Posted on: 06 December 2016		Expiry Date: 06 March 2017
Job Type: fulltime		

Job Description:

A Leading retail chain store requires fresh, serious and eligible candidates for the post of Assistant Branch Manager.

Daily operations includes:

- Manages and assist in daily opening and closing of the store.
- Ensure that the all customers, visitors has been well treated and well-served
- Oversees employees performing duties, and/or performs a variety of duties personally.
- Plans and develops work schedules and assigns employees to specific duties.
- Prepares or directs workers preparing merchandise displays and arranging them.
- Perform sales work, take inventories, reconciles cash with sales receipts, keep operating records, and/or prepares daily record of transactions.
- Orders merchandise or prepares requisitions to replenish merchandise on hand.
- Ensures compliance and complaints of employees and customer and help them resolving them.
- Meet the store's monthly targets and handle budgets.

Required Skills:

communication skills, microsoft excel, Sales and Marketing, Team Building

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