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| --- | --- | --- | --- | --- | --- |
| Job Title: | | Business Manager | | Job Category: |  |
| Department/Group: | |  | | Job Code/ Req#: |  |
| Location: | |  | | Travel Required: |  |
| Level/Salary Range: | |  | | Position Type: | [i.e.: full-time, part-time, job share, contract, intern] |
| HR Contact: | |  | | Date posted: |  |
| Will Train Applicant(s): | |  | | Posting Expires: |  |
| External posting URL: | | Once you have edited your job description, you can post the job on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | |
| Internal posting URL: | |  | | | |
| Applications Accepted By: | | | | | |
| Fax or E-mail:  (\_\_\_) \_\_\_\_-\_\_\_\_\_\_ or [email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](mailto:someone@example.com)  Subject Line:  **Attention:** [Recruiting or HR Department RE: Job Code/Req# and Title] | | | Mail:  [Recruiting Contact or Hiring Manager]  [Department, Company Name]  [P.O. Box]  [Street or Mailing Address with ZIP Code] | | |
| Job Description | | | | | |
| Key Duties, Responsibilities and Accountabilities   * Analyze and review goal attainment and develop plans to improve performance. * Provide necessary coaching, support and guidance to assist staff in achieving and improving their sales performance. * Constantly look for areas in which to develop the account. * Ensure staff is trained in service and other skills as established by the company. * Ensure staff delivers consistent, excellent service and effectively deliver the [girlfriend experience] in accordance with standards. * Resolve customer issues and requests in an efficient and timely manner. * Develop and utilize customer database for phone calls, product launches, events and appointments in conjunction with the company customer programmer. * Manage time, establish priorities and delegate effectively to meet goals and objectives. * Hold regular communication systems to ensure all staff review current initiatives and direction. * Implementing and managing company policies and professional standards. * Manage cash loss prevention procedures and established security policies. * Prepare, co-ordinate and ensure a complete and accurate cycle count and physical inventory as required. * Follow and implement all corporate visual presentation standards and guidelines. * Ensure that the store health, safety and environment practices are adhered to. * Ensure partners and company security policies are understood. * Ensure that all acco9unt and HR documentation is completed on a timely and accurate basis.   **Company’s Mission**  [Your Mission Statement Here]  *[****NOTE:*** *To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]* | | | | | |
| Reviewed By: |  | | | Date: |  |
| Approved By: |  | | | Date: |  |
| Last Updated By: |  | | | Date/Time: |  |