

YOUR LOGO
HERE

Company Name

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: _____ 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			
<p>Key Duties, Responsibilities and Accountabilities</p> <ul style="list-style-type: none"> 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. 			

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- 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 account 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:	