



## **Assistant Manager at Alumni Hall**

The Assistant Manager is expected to work approximately 30-40 hours per week. They should be outgoing and dedicated individuals that are excited about work and the possibility of advancement. At Alumni Hall we provide fashion collegiate gear for the entire family, and we are committed to providing a high level of customer service and a fun-filled atmosphere for our customers. Job Duties and Responsibilities include the following:

- Must be 18 years of age or older
- Previous retail experience is required
- College degree preferred
- Comfortable interacting with customers and employees
- Provide excellent customer service with the dual purpose of satisfying customers' needs while maximizing the store's profit.
- Must show a strong passion for our brand and help set the standard for running the daily business.
- Possess a leadership mentality with the ability to work effectively on a team.
- Ability to open and close the store, handle cash deposits, follow daily operations and expectations.
- Capable of creating a fun and exciting atmosphere for customers to shop in and employees to work in.