**VALDESE ABC BOARD**

1018 MAIN STREET WEST • VALDESE, NC 28690 • PHONE 828-879-2227 • FAX 828-874-0332

**Assistant Manager**

Valdese ABC Board is seeking an energetic retail professional to fill the newly created position of full-time assistant manager. Employee will perform a variety of administrative, supervisory, customer service, and other duties to assist the general manager in the day-to-day activities required to staff, stock, maintain, and operate a dynamic and growing retail business. Work requires extensive contact with the public and great customer service and communications skills. Must be available to fill any shift Monday through Saturday from 8:30 a.m. to 9:45 p.m.

***Education and Experience Requirements:***

Graduation from a two-year college or four-year college or university desired but not required. Considerable progressively responsible experience in retail store merchandizing, management, and supervision preferred. Previous experience within the NC ABC system desired but not required.

***Compensation and Benefits:***

Salary commensurate with experience and qualifications. The ABC Board provides a comprehensive benefits package including health, dental, vision, life insurance, Local Government Employees Retirement System, vacation, sick leave, and paid holidays.

***Contact and Submittal Information:***

Karen Caruso

General Manager

1018 Main Street West

Valdese, NC 28690

Email: vabcmgr@gmail

**Cover letter, resume, and completed application required**. Mail or email documents to the above address. No phone calls please. Resumes will not be accepted in lieu of a completed application. Application available on Town of Valdese website under Career Opportunities.

**Deadline: November 19, 2021**

The Valdese ABC Board is an Equal Opportunity Employer in a Drug, Tobacco & Vape Free Workplace & Campus

**Assistant Manager**

1. **General Statement of Duties**

Support the general manager in the daily business operations of the board. General tasks include supervising employees, managing the customer experience, assist with back office operations, scheduling, merchandising, ordering, and carrying out directives by the general manager and board of directors.

1. **Distinguishing Features**

Role assists with administrative, supervisory, HR, and professional management of the store. Helps plan day-to-day activities including recruitment, selection, training, appraisal, and training of staff. Role requires interaction with the public and permit holder businesses. Must possess excellent organizational skills and require little supervision. The employee is subject to lifting and other physical requirements.

1. **Duties and Responsibilities**

**Essential Duties and Tasks**

* Perform duties of general manager in their absence
* Schedule shifts, supervise, and train staff
* Regularly work shifts in retail store that include days, as well as, nights and weekends
* Review staff performance and offer constructive feedback
* Assist in managing all aspects of providing a great customer experience including neat and clean maintenance of retail store, warehouse, and parking lot
* Collaborate with general manager and coworkers to maximize sales
* Assist with mixed beverage order entry and maintaining bar/restaurant customer relationships
* Accurately prepare daily reports, deposits, balance till, and manage in-store cash
* Assist with the planning and execution of quarterly lotteries
* Research and share product and industry knowledge with staff
* Manage and schedule monthly inventory
* Assist and backup general manager for month end procedures and reporting
* Coordinate merchandise displays to maximize purchasing appeal
* Assist with bookkeeping and reporting from QuickBooks and POS system
* Lead shelf management and product placement in store
* Assist with purchasing product inventory based on current trends, availability of new products, and customer interest
* Assist with compiling sales information for ordering spreadsheets
* Coordinate with distillers to schedule tasting events
* Stay current on and implement all NC ABC Commission requirements and statutes
* Assist with warehouse organization, product deliveries, and back office procedures for deliveries
* Coordinate purchase of supplies and facility maintenance
* Lead monthly and quarterly price change activities
* Assist with maintaining vendor relationships and evaluation
* Ensure all policies, procedures, and safety procedures are followed by staff
* Assist with human resource duties and responsibilities including payroll
* Maintain strict confidentiality of personnel, proprietary, and confidential information
* Identify areas for cost savings, improvement, and efficiency

**Additional Job Duties**

* Perform related duties as required
1. **Recruitment and Selection Guidelines**

Knowledge, Skills, and Abilities

* Proficient skills with Microsoft Office suite of products with a particular emphasis in Excel and Word
* Knowledge of modern and effective supervisory principles and practices
* Ability to communicate effectively in oral and written forms
* Knowledge of effective customer experience management practices
* Skill in dealing tactfully, courteously, and firmly with coworkers and public
* Knowledge of effective merchandising practices
* Ability to function in a heavily regulated industry
* Skill in developing and maintaining effective working relationships with management, coworkers, town officials, public and private community groups, and the general public
* Ability to function independently and use sound judgment
* Knowledge of basic bookkeeping software and practices
* Ability to effectively manage time
* Excellent organizational skills a must

Physical & Other Requirements

* Must be available for day, evening, and weekend work Monday through Saturday, and the days before and after major holidays, occasional Sunday work may be required
* Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, speaking, and hearing.
* Able to safely lift and carry up to 50 pounds and perform unloading and storage of multiple cases during product deliveries
* Must possess the visual acuity to prepare and analyze data, to read and research, and operate a computer, and motorized vehicles
* Capable of performing all items listed above in Duties and Responsibilities
* Submit to drug screening and background check
* Have no DWI convictions

Desirable Education and Experience

* Graduation from a two-year college or four-year college or university desired but not required
* Knowledge of basic bookkeeping principals and experience with QuickBooks or other accounting software
* Retail and management experience preferred
* Previous experience within the NC ABC system desired but not required
1. **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Valdese ABC Board reserves the right to assign or otherwise modify the duties assigned to this classification.

1. **FLSA Status**

This is an exempt position.