

Employer Information

Organization Name:	Leaders Furniture
Department:	Retail Sales Team: Retail Store Managers
Reports To:	Territory Manager
Hours/Week:	44
Starting Salary:	\$500 USD/Week + Commissions + Manager Override + Bonus

Benefits

- 401k Retirement Plan
- Health Insurance
- Dental Insurance
- Vision Insurance
- Holidays
- Paid Time Off
- Employee Discount

FLSA Status: Exempt

Prepared Date: September 1, 2024

Job Purpose

Showroom Managers are professionals within the Leaders Furniture organization and play a vital role by contributing to and maintaining the Company's culture by ensuring a world class customer service experience, as well as, assuring that the store performs beyond expectations and in a manner that is consistent with the Company's core values and vision.

Showroom Manager is expected to have a business acumen that makes positive impact to the overall company financial wellbeing. Using critical thinking to enhance the showroom overall performance while embracing and championing change.

Tasks

- Promote and enforce safety procedures in compliance of company standards by eliminating all foreseeable hazards within the showroom and on the exterior of the building, report any concerns to the Territory Manager immediately.
- Instruct staff on how to handle difficult and complicated sales.
- Assign employees to specific duties.
- Plan and prepare work schedules
- Maintain Preferred Stock Levels
- Enforce safety, health, and security rules.

- Be proactive in the recruitment of new team members, conduct interviews and be diligent in the pursuit of the best team members for your showroom.
- Conduct 30-60-90-day reviews for new team members and monthly touch bases
- Create and maintain company culture by way of cultivating a successful, motivated, and knowledgeable sales team.
- Ongoing training with the sales team to optimize every sales opportunity.
- Seek out innovative business opportunities by way of other activities beyond the Showroom's four walls. Seek out and execute contract opportunities and designer relationships.
- Prioritize work, staff and administrative tasks to ensure all assigned tasks are completed on time.

Work Activities

- Training and teaching others.
- Making Decisions and Solving Problems.
- Coaching and Development of others.
- Identify complex problems, recognize root cause and work to resolve and prevent future problems.
- Be accountable for the safety of the showroom and take responsibility for the prevention of accidents.
- Set clear goals and expectations for team members reinforce company policy and procedure.
- Ensure that the floor is attractively merchandised, tagged, and staged per Territory Managers standards to achieve optimum sales levels.
- Effectively and respectfully communicate with Customers, Supervisors, Peers, or Subordinates

Detailed Work Activities

- Achieve individual and showroom Protection, Delivery and metrics
- Leading by example; meet and exceed personal goals for:
 - a. Written Sales
 - b. Fabric protection
 - c. Delivery Fees
 - d. Accessories sales
- Assist with the loading and unloading of weekly shuttle trucks and customer pickups.
- Ensure all Monthly Touch Base coaching and showroom deliverables are submitted by the deadline.
- Partner with Territory Manager and Human Resources to evaluate, monitor and execute appropriate employee corrective action and/or performance improvement plans timely.
- Maintain the integrity of inventory. (Preferred Stock, Understock, Excess Stock)
- Timely sharing of information with all levels.

Working Conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, walk, and stoop, kneel, crouch, crawl, and push and must be able to stand for long periods of time. The employee must regularly lift and/or move up to twenty (20) pounds frequently; lift and/or move up to fifty (50) pounds as a team. Employees are required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Visions

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus.

Work Environment

Performance of the job duties will require the employee to work indoors the majority of the time and occasionally outdoors, including varying and extreme weather conditions. Duties may involve exposure to inclement weather and environmental pollutants.

Qualifications

Education and Experience

Education	High School/G.E.D preferred
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Skills

Basic Skills

- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Listen to Learn
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.
- **Speaking**
Talking to others to convey information effectively.

Social Skills

- **Coordination**
Adjusting actions in relation to others' actions.
- **Service Orientation**
Actively looking for ways to help people.

Knowledge

Required

- English Language

Additional Notes

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Print Name

Signature

Date