**Position Description**

**Position:** Store Manager

**Salary Range:** $Minimum $Mid Point $Maximum

**Reports to:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role Description**

The role of this position is to provide strategic leadership and day to day management for all functions of a specific building materials supply location. The role includes responsibility for retail operations, yard operations, inside sales, outside sales, and customer relations. The focus is on meeting sales and profitability goals, managing staff effectively, and enhancing customer relations.

**Scope of the Position**

This position is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all other branch location managers. Estimated travel for this position is \_\_\_\_\_%.

This position is responsible for **(describe locations/facilities)**. Direct reports include **(describe positions and number of direct reports.)** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Nature of the Position**

Responsibilities expected of this position include, but are not limited to, the following:

* Oversee the day to day operation of the retail store and lumberyard
* Direct sales efforts to achieve a rich product sales mix
* Develop business strategies to grow market share and optimize profitability
* Develop and implement sales plans for branch location.
* Hire, develop, train, motivate, and mentor all location staff
* Conduct all performance appraisals and implement development and improvement plans for each employee
* Ensure high levels of customer satisfaction through focusing on excellence in products and service
* Maintain outstanding store and yard conditions
* Set and adhere to a high level of store and yard safety standards and practices
* Complete all store administrative duties in compliance with all home office policies and procedures
* Effectively deal with all issues that arise from both staff and customer complaints and grievances

**Position Qualifications**

Qualifications of the ideal candidate include:

* At least 5 years’ experience in lumber and building materials or a related industry with location management experience; experience in building material sales preferred
* Proven track record of meeting sales and business objectives
* Computer literacy and knowledge of current office technology.
* Knowledge of Microsoft Office programs including Word and Excel.
* Exceptional organizational skills.
* Strong communication skills.
* Strong interpersonal skills.
* Strong analytical skills.
* Ability to work with confidential information.
* Ability to work independently with limited supervision.
* Ability to effectively build and maintain relationships with employees and customers.
* Strong commitment to creating a work environment where employees want to do their best
* Ability to think strategically.
* Bachelor's degree or equivalent years of industry experience