



Fossil Inc. Job Description

JOB SUMMARY:

Job Title	Assistant Store Manager
Department	Stores
Reports To	Store Manager
Exemption Status (Were Applicable)	Non Exempt
Location (City, State/Territory, Country)	Field

The Assistant Store Manager's overall responsibility is to assist the Store Manager in leading a radical customer and employee experience that drive Key Performance Indicators (KPI) results that maximize store performance. As a part of the overall role, there are 3 major areas of responsibility: People, Product and Place.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned as needed.)

People: Development & Team Building

- Assist in Recruiting, Hiring process, and Retention of top talent.
- Aids in setting the standard of Team Performance.
- Collaborates with Store Manager to set goals that are specific, actionable and based on established KPI's.
- Sets the example by demonstrating personal customer service and selling skills.
- Facilitates team-selling skills to deliver Radical Customer Experience utilizing all of the training materials provided.
- Consistently building employee knowledge base by engaging in continuous education, role-playing and effective delegation of tasks.
- Execute Fossil Brand Philosophy and Company Vision.
- Recognizes performance issues and communicates details to Store Manager in a timely fashion.
- Partners with Store Manager on Action Plans based on Division of Responsibility (DOR) to exceed goals/plan.

People: Leadership and Communication:

- Demonstrates and ensures that the store embodies Fossil's 6 Core values.
- Communicates successes, opportunities and solutions to Store Manager.
- Is a leader amongst peers.
- Participates and is fully engaged in Conference Calls & Team Meetings.
- Inspires and motivates others by demonstrating the highest level of personal performance.
- Partner Store Manager to drive employee engagement.
- Maintains high level of personal integrity (e.g. adhering to Loss Prevention practices and policies, work published schedule, accurate timekeeping records, etc.) and expects the same of their team.

Product:

- Participates in Floor sets and Plan-o-Gram's (POG) to ensure they are executed on time and within allowable hours.
- Takes part to execute all merchandising tasks within allotted time.
- Knows the best sellers, the required placement, and ensures that sales are at or above company performance.
- Imparts product knowledge utilizing tools provided.
- Provide consistent Radical Customer experience through flawless presentation standards.

Place: Operations:

- Provides feedback to Stores Manager so schedules are effective and take in to account business trends, & sales associate performance to maximize opportunity.
- Maintains neat, clean, and organized total store environment.
- Achieves Sales Plan at "M" Meets Expectation.
- Achieves Average Dollar Sale (ADS), Items Per Customer (IPC), Multiple Item (Multi %) and Conversion at "M" Meets Expectation.
- Meets compliance standards to complete tasks.
- Maximize customer experience through effective time & task management plan.
- Manages all aspects of Loss Prevention and adheres to external and internal procedures for theft, inventory management and operations controls.
- Instill high standards of compliance and hold teams accountable.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fossil reserves the right to modify all elements of this position, including but not limited to duties/responsibilities, qualifications, physical requirements, work environment and compensation in whole or in part at any time.

- A passion for customer service.
- Ability to connect with Team to develop people to the next level.
- Attention to details coupled with high standards.
- Collaboration, delegation & follow-up skills.
- Retail business comprehension.
- Flexible work schedule.
- Outstanding communication skills.
- Minimum 2 Years Retail Management Experience.
- College Degree preferred not required.
- This is an overview of your job description, you may be asked to perform additional tasks or duties by your supervisor.

JOB COMPLEXITY

Works on assignments that are extremely complex in nature where independent action and a high degree of initiative are required in resolving problems and developing recommendations.

SUPERVISION

Acts independently to determine methods and procedures on new assignments and supervises the activities of other nonexempt personnel.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, talk and hear. The employee frequently is required to handle, or feel and reach with hands and arms. The employee is occasionally required to sit; regularly climb or balance; and frequently stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this employee will regularly travel to various locations and occasionally work in high, precarious places, be around fumes or airborne particles and toxic or caustic chemicals.