

Job title: Trainee Assistant Manager

Context: This job role facilitates fast track development from Supervisory to Assistant Manager level. The role requires motivated and committed individuals who wish to progress their careers within the company, and who are prepared to be flexible in their working patterns. The job-holders will need to be proactive and able to respond positively to change.

The role is critical to the succession planning process and provides additional personnel at times of expansion

However promotion into this role does not guarantee further progression. You must perform in the role and prove that you have commercial, people management and leadership skills required to succeed in store management.

Reporting Line: Store Manager, Retail Performance Manager.

Training

- All post holders will be required to attend designated internal training courses
- All post holders must complete Supervisor modular training to level 5 whilst in post

Job Requirements

- Independently mobile and able to travel to and cover other local stores
- Available to assist on set up and refit teams on request
- Prepared to relocate to any 'local' store if requested
- To train and assist new store teams after new store openings
- To provide management cover in other stores when requested

Objectives

- To provide flexibility in management cover within the area
- To fast track personal development through hands on management experience

Competencies

1. mad about toys. Enthusiastic about the brand and our ranges.
2. **Competitive.** Seeks to be the best and excel in their work. Sales focussed.



3. **Accountable.** Able to give account and take responsibility for actions, is open and non-defensive towards feedback.
4. **Developing others.** The propensity to bolster the abilities of others through feedback and guidance
5. **Communication.** Skilled at listening and at sending clear, convincing and well-tuned messages.
6. **Flexibility.** Is flexible to adopt his/her methods and judgments in light of change and new goals. Deals effectively with the unpredictable and uncertain.
7. **Teamwork and collaboration.** Competence at promoting cooperation and building teams. Is able to de-escalate disagreements and orchestrate resolutions.
8. **Result Driven.** Delivers against agreed objectives, plans and deadlines. Personally committed to achieving targets.

