**Assistant Store Manager**

**Important Information**

**Overview**

Reporting to the store manager, the assistant store manager is responsible for a staff of three to five team members and along with the store manager is responsible for sales, orders both placing and receiving, stock-taking and control, merchandising, rostering, staff training, tasking as well as all day-to-day operations. Assistant store managers also contribute to the company's policy and procedural development and the Be Daring promotional program and may be required to attend promotional events outside the store.

Be Daring assistant managers are self-motivated high achievers, lateral thinkers and show great initiative while working in a team environment.

**Remuneration**

Assistant store managers are remunerated at a minimum Level 5 in the General Retail Industry Award. All evening, weekend and public holiday penalty rates are paid as per the award. Currently $27.26 per hr increasing 1/7/24.

**Job Details**

* The position offered is Assistant Store Manager on a part-time basis worked over five days.
* Part-time staff are entitled to four weeks annual leave and paid personal leave as per the General Retail Industry Award.
* Assistant store managers may be required to work evenings and weekends. There is some cross-over time with store managers to enable training, tasking, and planning. Rosters may see the assistant store manager working Monday to Friday or Tuesday to Saturday, or Sunday to Thursday rosters. These are examples only.
* Managers are on a fixed roster however may be required to work any of Be Daring’s trading hours depending on operational needs, e.g. to fill in for a store manager on leave.
* Managers are on set rosters advised a fortnight in advance however managers should be available to work any of Be Daring’s trading hours e.g. managers will be rostered during training for both morning opens and evening closes. Managers may be rostered to assist at events such as Sexpo or other promotional events.

**What we are seeking in a Be Daring manager**

**Passion**

We are seeking someone who is passionate about the adult products industry and ready to fully immerse themselves in the role. Not just applying because they need a job or want a change. We are seeking a manager who is passionate about working in our business with our team.

**Track Record**We are seeking someone with a proven and demonstrable previous track record in a position of responsibility, preferably management.

**Salesperson**Of course, management involves strong administrative skills but the primary quality that we are seeking is someone who can ‘sell themselves’. We will recognise a salesperson in the first minute at interview.

**Motivated Achievers.**The successful applicant will be a highly motivated go-getter. The company is goal orientated & standards are set high. We are seeking a manager who can think laterally to solve problems and someone who is always prepared to push the bar higher.  
  
**Cooperative Team Player**We are seeking a manager who is a cooperative team player. Someone who can listen as well as direct. Someone who wants to share their ideas with other managers and is prepared to work for the benefit of the entire company, and not just their store.  
  
**Skills, Experience and Prerequisites**

* MUST be aged 18yrs or older.
* MUST be available to work any of Be Daring's trading hours.
* MUST have a strong sales background and experience. Min 3years in sales.
* MUST have professional standards of personal presentation.
* MUST have good computer skills & reasonable keyboard speed.
* MUST have driver’s license and own vehicle (due to late night trading)
* MUST own a telephone.
* MUST be prepared to appear in social media photographs.
* MUST be able to work without a cigarette break when rostered alone.
* Previous merchandising experience preferred.
* Mature candidates are encouraged to apply.

**Questionnaire – Store Management**

Please complete this questionnaire and email **together with your resume** to [jobs@bedaring.com.au](mailto:jobs@bedaring.com.au)

|  |  |
| --- | --- |
| Christian Name |  |
| Family Name |  |
| Contact Phone Number |  |
| Contact email |  |
| Suburb where you live |  |
| Position applied for |  |

1. Have you read the ‘Important Information’ listed above associated with this position? This information includes the criteria for the position. Do you believe that you meet those criteria?

Answer:

1. Why do you want to work for Be Daring?

Answer:

1. Have you ever been into one of our stores? What did you think of your experience?

Answer:

1. Are you available to work **all** Be Daring’s trading hours as required? Please refer to the trading hours for the relevant store. Managers must be available to work any of the listed hours, e.g. an assistant manager rostered to work evenings may spend the 1st month working day shifts while in training or may be required to fill day shifts when a store manager is on leave.

Answer:

1. Have you ever worked in sales before? If so, what did you most enjoy in this role?

Answer:

1. **Why** does evening and weekend work suit you? Please advise your reasons.

Answer:

1. What does excellence in customer assistance mean to you? Do you believe that you have delivered this? If so, please give an example.

Answer:

1. Have you had management experience before? If so, provide details.

Answer:

1. Give details of any promotion or initiative that you personally have been involved in and contributed to and / or been responsible for.

Answer:

1. What project or task would you consider the most significant accomplishment in your career so far?

Answer:

1. Which of our product ranges interests you and why?

Answer:

1. Why did you leave your last 2 jobs?

Answer:

1. As this is a part-time position, please advise why you are not applying for a full-time role?

Answer:

1. Where do you see yourself jobwise, in 5 years’ time?

Answer:

1. What do you think are your strengths?

Answer:

1. What do you think are your weaknesses?

Answer:

1. Are you an Australian Citizen or Permanent Resident? If you are not, are you required to provide a Work Visa? If you are on a Work Visa, does it have limitations and when does it expire?

Answer:

1. Are you sufficiently physically fit and well to perform the role of a retail worker working alone and unaided? This role see’s staff on their feet for up to 8hrs & it is necessary to climb ladders and carry weights within limits prescribed by WPHS.

Answer:

1. When are you available for interview? Are there any days / times that you are unavailable?

Answer:

1. If employed, when are you available to start?

Answer:

1. Do you have an open Qld Driver’s License AND own **your own** reliable motor vehicle?

Answer:

1. Please list any possible conflict of interest should you be employed with Be Daring. (a) a second job (b) operate an adult website of any kind (c) any involvement in an adult industry of any kind including party plan.

Answer:

1. Staff grooming is an important issue for the company. Female staff are required to wear makeup on each shift. Applicants, please select one option.

|  |  |
| --- | --- |
| Yes, I can wear all necessary make-up without any issue |  |
| No, I am not able to wear make-up or have an issue with the wearing of makeup |  |
| I identify as a male |  |

1. Do you have any other comments? – please enter here.

Answer:

**Important:**

Please attach the completed Questionnaire **together with your Resume** and email to: [jobs@bedaring.com.au](mailto:jobs@bedaring.com.au)

Thank you once again for your interest in a position with Be Daring. All applications are responded to. Your application will be processed and responded to in the near future.

Sincerely

The Be Daring management team.