



Sales Supervisor

****Company may change these duties/ responsibilities at any time****

Job Summary:

Location: Miami Area

Hours: Monday – Saturday 10am – 9:30pm, Sunday 10am – 8:00pm (Shifts Vary)

Britto Central Inc. is currently seeking a Sales Supervisor to join their team of professionals. For a new store location in Aventura, FL.

Supervisory Responsibilities:

- Ensure sales team follows all SOPs.
- Coach and develop sales team in operational functions.
- Communicate goals to team and follows up on progress.
- Delegate tasks within the team as needed
- Lead by example in execution of daily operational duties & tasks, as outlined on the Daily Checklist

Duties Include:

- Identify areas of opportunity and offer ideas for improvement.
- Communicate any needs to the Store Director
- Operation of retail point of sale register and inventory management system
- Hanging and placement of artwork; merchandising of product displays
- Ensure store is well stocked and replenished daily.
- Greeting and serving customers
- Receiving new artwork and products from distribution center and wrapping and padding artwork for return shipment; completing system transfers and compiling all paperwork for transfers.
- Participate in daily counting and inventory maintenance.
- Daily supplies management and light cleaning of display
- Update customer email distribution lists and other customer service-related tasks
- Responsible for ensuring the completion of the opening/closing procedure checklist.
- Prepare daily cash deposits.
- Performs other duties as assigned.

Minimum Qualifications:

- Minimum High School diploma and or General Education Diploma (GED), and or equivalent
- Retail experience of at least 1 year
- Management experience of at least 1 year
- Demonstrated proficiency in the use of Microsoft Office package such as: email, MS Word, and MS Excel
- Demonstrated proficiency in English grammar, with excellent oral and written communication skills

- Very organized, detail-oriented and able to multi-task
- This role requires the flexibility to work a variety of shifts including days, nights and weekends
- The job requires extended periods of standing (80%) while carrying out the normal daily activities of working with customers and staff in a standard retail environment
- Must be able to lift up to 35 pounds

Benefits:

- PTO (Paid Time Off & Holidays)
- Parking Reimbursement
- Flexible Schedules
- Competitive Hourly Pay
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Pet Insurance
- 401k
- Other available benefits