

THIS SEASONAL POSITION IS AVAILABLE IN FORT LEE AT 1642 SCHLOSSER STREET AND IN LIVINGSTON AT 585 ROUTE 10 WEST ( Mount Pleasant Avenue ).

Halloween City

Job Title: Assistant Manager

Minimum Experience Required: 1 year

Job Description: Duties:

The Assistant Manager acts as a Halloween City representative to the buying public.

Supports the General Manager in a merchandising focused role.

Responsible for the overall operation of a temporary Halloween store in the absence of the General Manager.

Adheres to all policies and procedures established by Halloween City in order to achieve our overall goals.

Primary Functions Merchandising Assist in the store setup Ensure the continued integrity of store flow-o-grams, plan-o-grams, and endcaps

Oversee maintenance of key merchandise sections: Dacor, Wigs, Picture Wall, Masks and Fitting rooms

Process freight following Company receiving procedures

Complete price changes/corporate memos

Maintain control of damages, defectives, and parts & pieces

Marketing: Support Corporate marketing initiatives such as Friends and Family, Business to Business, and Regional Haunt programs

Properly display all interior store signage such as aisle violators, Picture Wall, product posters, etc.

Additional Functions as Manager on Duty

Human Resources: Assist with the coaching and counseling of Associates

Developing Associates for advancement

Monitor payroll/daily approval of Associate time clock punches in Retail.net

Store Operations

Complete Halloween Highlights training program

Set standard of excellence for Customer Service

Daily implementation of the Own Your Zone program

Oversee all aspects of the cash register operations, daily banking and nightly reconciliation following Halloween City policies and procedures

Proactively assist in store security and loss prevention

Meet/exceed Halloween City sales goals by driving sales

Support Corporate sales initiatives such as item of the day, average ticket, contests, and email collection by ensuring compliance of staff

Responsible for all store assets, possession of store and office keys

Participate in the physical inventory and tear-down of the store at the end of the season

Complete all end of season reports, prepare succession plan for following year

Communication:

Update store communication board with zone charts, daily task list, etc.

Alert General Manager of store concerns, inventory needs, staffing concerns and general questions

Other Functions:

Ability to assist in the setup and tear-down of other temporary Halloween City locations

Perform additional duties as assigned

Job Requirements:

Education:

Experience: 1 Year

Certificate, license, ect:

Work Schedule: Hours/week: 40

Days: Vary

Shift/hours of work: Vary to Full Time

If temporary, what is the duration; Approx. 2 Months

Additional Information:

Working Conditions Open availability to work days, nights and weekends. Based on store needs, the District Manager may approve overtime hours. Work environment tends to be fast paced. Frequent and direct interaction with Customers and Associates. Exposure to fluorescent rays from light fixtures as well as computers and cash register screens. Some exposure to dust/dirt due to product storage. Physical Requirements This position will require long periods of standing with frequent stooping, bending, kneeling, and crouching. Will require the ability to climb a ladder and/or reach and move boxes/objects from various storage heights. Individual must be able to lift and/or move objects with weights of 0-50 lbs.

Job Order Posted 8/17/2011 to 9/16/2011

Job Location:

1642 Schlosser Street  
Fort Lee, New Jersey

Pay:

\$9.00 - \$9.50 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

40

Duration:

Full Time, 4-150 Days

Work Days:

Work days vary

Shift:

Varies

Public Transportation:

Information not provided.

Minimum Education Required:

Less Than High School

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by email: [bwilliams@halloweencity.com](mailto:bwilliams@halloweencity.com)

