

Job Description - Retail Store Assistant Manager

Mutianyu Schoolhouse Artistic Glass (Beijing) Co., Ltd (MSAG) is a company which develops, creates and promotes artistic glass through its workshop located at Mutianyu Great Wall site. The founders are Americans and Chinese Americans who bring many years of business experience ranging from Fortune 500 to start-up enterprises in a number of industries, including glass.

The first art glass workshop of its kind has been operational since Aug, 2006. There will be glass blowing, guest artists on weekends and a general introduction to art glass appreciation. MSAG has the intention to expand into other areas such as fine dining glassware.

Position Title: Retail Store Assistant Manager for MSAG
Reports to: Deputy General Manager
Location: Mutianyu village (Great Wall)

Position Overview: The retail store assistant manager works closely with the Retail Store Manager and Deputy General Manager of MSAG on the day-to-day operations and management of the glass gallery, keeps daily accounting of sales, handles the book keeping and inventory records. The glass gallery is attached to the artistic glassworks workshop. The retail store manager will meet and greet customers, answer questions, and present the public face of the artistic glassworks.

Main Responsibilities:

- Assist to maintain the artistic glass gallery
- Daily book keeping and inventory records
- Know the glass products
- Maintain high level product image through use of quality packaging, etc.
- Assist with implementing all special events
- Assist with scheduling visiting glass blowing specialists for on site performance
- Work with appropriate internal staff in implementing

promotional “give-aways”

- Maintain records of consumer satisfaction system for management feedback
- Ensure artistic glass gallery is in presentable condition for visitors
- Other duties as assigned by the Deputy General Manager and Retail Store Manager

Experience and Skills

- Minimum 2-3 years prior experience in tourism and hospitality industries, with multinational companies
- Experience in basic inventory and accounting skills
- Adept with using excel and word documents
- Driving license useful

Key Competencies

- Strong communications and interpersonal skills
- Self motivated and works well under guidance
- Trustworthy and loyal
- English (spoken and written)

工作描述 – 零售店面经理

慕田峪小园艺术玻璃（北京）有限公司（MSAG）是通过其在慕田峪长城脚下的工作室开发，制造和推广艺术玻璃的一家公司。公司的创建者为拥有多年在包括玻璃在内的从新成立小公司到财富 500 强公司的工作经验的美国人和美籍华人。

第一家这种独特的艺术玻璃车间从 2006 年 8 月投入使用。周末期间将有外界客座艺术家到现场吹制玻璃和进行艺术玻璃欣赏介绍。MSAG 有意将业务扩展入其他领域如高档玻璃餐具。

职称：零售店面经理
报告方：副总经理
工作地点：慕田峪村（长城）

职责概要：零售店面经理同副总经理配合负责玻璃商店的日常运营和管理，记录每日销售记录，处理每日账目和库存纪录。玻璃商店近邻艺术玻璃工作室。零售店面经理应招呼顾客，答复问题，对外代表艺术玻璃工作室的公众形象。

主要责任：

- 经营艺术玻璃商店。
- 处理每日账目和库存纪录。
- 了解玻璃产品。
- 通过诸如产品包装等途径保证高档产品的形象。
- 协助市场专员组织所有活动。
- 协助计划外界客座艺术家到现场吹制玻璃的时间表。
- 和其他员工合作实施免费产品促销计划
- 汇集并且分析消费者满意程度数据并向管理层反馈信息。
- 保证艺术玻璃商店整洁以迎接客人到访。
- 其他由副总经理分配的任务。

经验和技能

- 至少 2-3 年在外资旅游企业的工作经验。
- 基本的库存管理和会计知识的经验。
- 最好有驾照。

关键能力

- 较强的沟通和人际交往的能力
- 自主性强并可以在指导下工作
- 值得信任，忠诚度高。
- 英语(讲话和书面)