

<b>JOB TITLE:</b>	<b>Business Manager - Kiosk</b>		
<b>PROGRAM:</b>	<b>SEA-TAC KIOSK</b>	<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Seattle Intl. Airport 17801 Intl Blvd SeaTac, WA 98158	<b>WORK SCHEDULE:</b>	Thursday - Monday
<b>REPORTS TO:</b>	UIATF Executive Director	<b>PAY RANGE:</b>	\$25.00 per hour + overtime pay

## **JOB SUMMARY**

The Business Manager motivates the Retail Sales Associates to run a major business opportunity efficiently with the goal of making a large profit. They will assist in leading the store's evolution to successfully meet and/or exceed performance goals, lead, train and hold the Sales Associates accountable to maintain the cleanliness, organization and attractiveness of the Kiosk, and will mentor and encourage Sales Associates to help contribute to sales growth, while maintaining a clear vision of the Sea-Tac Kiosk mission and goals. They will make decisions based on best business practices and assist in hiring excellent candidates to build and reflect UIATF values.

### **Job Duties:**

- Maintains accurate inventory count
- Reconciles sales receipts, ensuring proper sales
- Responsible for re-stocking merchandise through placement of orders and negotiating with local vendors
- Leads, models and trains store associates.
- Provides product information including features, trends and styles and makes product suggestions based on knowledge of the merchandise and the customer.
- Evaluates and manages store sales on a daily basis utilizing applicable reports and scheduling tools to ensure all goals/plans are achieved
- Creates loss prevention action plan utilizing company tools and processes to minimize loss and achieve goals
- Understands and leads team to execute kiosk strategies including merchandise presentation, promotions, and signage
- Leads efforts to implement visual displays, promotions, and merchandising moves
- Leads the team in all tasks related to maintain a neat, clean and organized store.
- Manages scheduling of sales associates to ensure there is appropriate coverage to ensure a consistent fun and meaningful customer experience

### **Work Requirements**

- Kiosk managers are required to work a minimum of 40 hours per week. Based on business needs, kiosk managers may be expected and/or required to work additional hours.
- Ensures compliance with established policies including, but not limited to, meals, rest breaks

- Food worker's permit
- 18 years or older
- Pass a basic background check
- Able to lift and carry 50 pounds
- Additional duties, as assigned

**Qualifications:**

- A Bachelor's degree in business administration or similar or equivalent years of experience.
- Previous retail or customer service experience.
- Previous management experience preferred

## **WORK SCHEDULE:**

- **5 days per week Schedule**

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### *PHYSICAL DEMANDS*

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### *WORK ENVIRONMENT*

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions