



VACANCY

Assistant General Manager

INTRODUCTION

Do It Center, Dominica's premier home improvement partner, with an endless variety of hardware and home supplies, located on Goodwill Road is recruiting a suitably qualified professional to fill the post of AGM to lead the personnel, customer service, product acquisition and operations portfolio of the business unit.

SUMMARY OF DUTIES

The incumbent is required to have functional skills and experience in store merchandising, human resource management, knowledge of hardware industry, time & attendance management as well as cash management.

MAJOR DUTIES AND RESPONSIBILITIES

- Management of daily operations
- Managing and resolving client's complaints
- Project negotiations and product acquisition
- Training and Development related to in-store education programs
- Store display and merchandising

QUALIFICATIONS AND REQUIREMENTS

Education:

Bachelor's Degree in Management, Accounting, Finance or related field is required.

Experience:

The individual must possess a minimum of five (5) years' experience in leading teams and must possess great understanding of Cash handling/Finance.

Skills and Competencies:

- Proven leadership, organizational and team building skills
- Excellent interpersonal and communication skills
- Strong negotiating skills

COMPENSATION AND BENEFITS

A Compensation Package can be discussed.

Benefits Include:

*Parental Leave, Personal Time Off, Ambassadorial Leave

*Medical Insurance for employee as well as insurance coverage and Secondary School Scholarship for dependents

*Overseas Travel

Deadline for receipt of applications is November 20th, 2023. Please address all applications to:

The Human Resource Manager

P.O. Box 40

Roseau, DOMINICA

Email : hr@autotrade.dm

For more info : 1(767) 615-3246 (Joshua Remy)

Website : store.doitcenterdominica.com