

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: PUDONG EAGLE SHOP MANAGER

POSITION SUMMARY:

The Eagle Shop Manager is responsible for the day-to-day operations of the Eagle Shop.

SUPERVISED, EVALUATED BY AND REPORTS TO:

- Director of Marketing & Advancement

QUALIFICATIONS:

- Prior experience in retail management and sales
- Service oriented with exceptional inter-personal skills; ability to work collaboratively with parent volunteers, faculty, staff and the broader SAS community
- Excellent oral and written communication skills

PERFORMANCE RESPONSIBILITIES:

- Coordinate with support services to transport merchandise to and from sales site.
- Set up and merchandise products in store.
- Fulfill online orders
- Coordinate with Puxi Manager to source NEW merchandise, taking into consideration seasonal events.
- Replenish old stock as needed with school-approved suppliers.
- Maintain sales and inventory records; run monthly reports.
- Coordinate volunteers: 1 or 2 volunteers needed during store hours; 10-12 volunteers for special events (3 people/shift for all day event).
- Promote new products and promotions through WeChat.
- Check the monthly issued financial statement and follow up on any issues; work directly with finance team about any financial transactions or inventory issues.
- Other duties as assigned by your supervisor.
- Conduct regular physical inventory audits to minimize discrepancies and stock accuracy.
- Ensure a safe working & shopping environment.
- Foster collaborations with students/faculties to enhance and promote a sense of community spirit.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution is not limited to the assigned responsibilities.

Therefore this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

SHANGHAI AMERICAN SCHOOL

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.