

### **Shop Manager (Full-Time)**

Reporting to Senior Director of Operations and Finance, the Shop Manager is responsible for supervising CHAT Shop operations.

#### **The Shop Manager is expected to:**

- supervise CHAT Shop operations including sales, POS system management, inventory monitoring and preparation of reports in accordance with CHAT policy, including coordination of intra-company orders;
- train and maintain the Shop staff team in a manner consistent with CHAT policies and prepare duty roster;
- upkeep Shop staff's training under the guidance of Curatorial team and Branding & Communications team in terms of product information and brand presentation;
- manage purchase orders of shop merchandise, delivery and shelving schedule;
- analyse sales performance to support future merchandising;
- work closely with Finance & Admin team on sales-related admin tasks such as preparation of sales and inventory reports, etc.;
- work closely with different teams on shop promotional events, visual merchandising and CHAT programmes in general;
- be able to work for irregular days and hours including weekends, public holidays or evenings;
- perform any other ad hoc duties to be assigned.

#### **You should be/ have:**

- minimum 5 years in retail experience, with 2 years at supervisory level. Candidate with less experience may be considered as Assistant Shop Manager;
- proven experience in management of retail outlets in cultural or lifestyle sector preferred;
- interested in unique setting of Shop as part of an arts and culture institution;
- diploma or above in Business Management, Retail or related fields;
- strong team player and willing to multi-task and coordinate pro-actively amongst various internal teams and external parties;
- be able to work independently, take initiative and meet deadlines;
- excellent customer service and communications skills;
- fluent in spoken English, Cantonese and Putonghua

#### **To apply for this position:**

Qualified candidates should email their cover letter, CV, expected salary and names of 2 references with contact information to [hr@mill6chat.org](mailto:hr@mill6chat.org) by **31 May 2022**.

*Information provided will be kept confidential and used for recruitment purposes only. Applicants not contacted within **six weeks** may consider their applications unsuccessful.*

**Important Note**

Centre for Heritage Arts and Textile (“CHAT”) is a Temporary Places of Public Entertainment (“TPPE”) licensed premise and we abide by the HKSAR government-maintained measures under the Prevention and Control of Disease - Requirements and Directions (Business and Premises) Regulation Cap. 599F. Upon employment by Mill 6 Foundation Limited who operates CHAT, staff is expected to comply with the government stated vaccination or testing requirement and/or other requirements of the company.