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 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.