

Position Title: Assistant Wine Manager

1. To learn how to manage the wine department to meet store targets in both financial aspects and operational standard aspects (appearance of the department and products).
2. To learn how to create schedule shift hours that would best suit the wine operation to ensure the sufficiency and productivity of staff.
3. To help set a staff meeting schedule on a regular basis for reviewing the working target and ensuring that current and possible situations are being addressed.
4. To facilitate and help his/her associates to manage the department smoothly and timely.
5. Maintain the wine-selling area in a clean, sanitary, and visually appealing manner.
6. To learn how to inventory all products on hand before preparing a wine order.
7. To learn how to maintain the wine department paperwork and proper records on a daily and weekly basis to control shrink through inventory and ordering.
8. To be able to implement proper markdowns when necessary to create sales and minimize shrinkage.
9. To communicate the company message to the team correctly and efficiently and provide their feedback to Tops management.
10. Coordinate with all Tops support teams to make overall projects and assignments from management achieve the target.
11. To ensure that proper safety procedures are being used.
12. To get self-updated with new Tops working processes and procedures.

- Experience: At least 2 years experience in related field (??????????????
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- Education: High School or above
- Characteristics/Skills: Leadership, Communication and Commercial skills
Language: Thai/English (????????????????? ?????????? ??????????
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