Gizapolitan Store – Store Manager Job Description

Job Title: Store Manager

Location: Pyramids of Giza, Cairo, Egypt

Job Type: Full-Time

About Us:

Cairopolitan is a product design and contemporary souvenirs shop specializing in creating pop cultural everyday life products inspired by Cairene pop culture. Our mission is to revolutionize the world of Egyptian souvenirs by offering unique, high-quality products that resonate with both locals and tourists. We are excited to announce the opening of our new branch at the iconic Pyramids of Giza and are seeking an experienced and dedicated Store Manager to lead our team.

Key Responsibilities:

- Daily Operations: Oversee all daily operations of the store, ensuring a smooth and efficient workflow.

- Team Leadership: Manage, train, and motivate store staff to achieve sales goals and provide exceptional customer service.

- Sales Management: Drive sales through effective merchandising, product knowledge, and customer engagement.

- Customer Service: Ensure that customers receive outstanding service by maintaining a welcoming and knowledgeable store environment.

- Inventory Management: Monitor inventory levels, manage stock, and coordinate with suppliers to ensure the availability of products.

- Reporting: Report daily operations, sales, and any issues to upper management in a timely manner.

- Problem Solving: Address and resolve customer complaints and store-related issues promptly and professionally.

- Compliance: Ensure all store activities align with the developer's rules and regulations, including safety and operational standards.

- Communication: Maintain effective communication with the developer to ensure the store operates smoothly and in accordance with all guidelines.

- Financial Management: Manage store budgets, handle cash flow, and ensure all financial records are accurate and up-to-date.

- Marketing: Implement and oversee in-store promotions and marketing initiatives to drive traffic and sales.

- Store Maintenance: Ensure the store is clean, well-organized, and visually appealing at all times.

Qualifications:

- High school diploma or equivalent; Bachelor’s degree in Business Administration or related field preferred.

- Proven experience as a Store Manager or in a similar retail management role.

- Strong leadership and team management skills.

- Excellent communication and interpersonal skills.

- Proficiency in English; knowledge of additional languages is a plus.

- In-depth knowledge of Cairo’s culture, history, and pop culture.

- Strong problem-solving abilities and attention to detail.

- Ability to work flexible hours, including evenings, weekends, and holidays.

- Proficient in using MS Office and retail management software.

- Ability to lift and carry up to 25 pounds.

Benefits:

- Social insurance.

- Employee discount on products.

- Paid time off and holidays.

- Opportunities for career advancement.

- Ongoing training and development programs.

How to Apply:

Interested candidates are encouraged to apply by submitting a resume and cover letter to info@cairopolitan.com. Please include information about your retail management experience and cultural knowledge in your application.

Cairopolitan is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.