

JOB TITLE: Branch Manager**PAY: \$17.00 - \$22.00 per/hour depending on experience****SEASONAL POSITION: April – October, 2016****ADVERTISEMENT:**

Come and join a dynamic team of professionals who help raise money for Alaska's Parks, Refuges, and Forests. This is a once in a lifetime opportunity to work and explore one of the last great wild places while also working in a fun, positive, environment.

You'll be leading a fast paced, innovative retail team in the beautiful Glacier Bay National Park and Preserve March through October.

This position won't be vacant long, so apply today! Contact: Rachael Eggleston at reggleston@alaskageographic.org.

BRIEF DESCRIPTION: The Branch Manager is responsible for the daily operations at one of the thirty Alaska Geographic (AK Geo) retail stores. He/she ensures the efficient running of their branch, achievement of sales goals, maintains staffing levels and stays within staffing budget, and is a positive representative of Alaska Geographic and its Partners. The Branch Manager reports to the Regional Operations Manager.

ESSENTIAL FUNCTIONS:

- Achieve or surpass branch gross sales goal as specified by Alaska Geographic.
- Build and maintain a positive working relationship with key Alaska Geographic Partners (National Park Service, Forest Service, Fish and Wildlife Service, and Bureau of Land Management). Partners are considered our customers and should be treated with the utmost professionalism.
- Provide exceptional customer service both internally (other AK Geo staff) and externally (Partners and Visitor Center customers).
- Manage AK Geo branch staff including: balancing staffing hours and preventing overtime, train/ensure staff follow appropriate processes and procedures, and maintain a high level of customer service.
- Monitor product inventory including: work closely with Regional Operations Manager to ensure product stays within acceptable levels, inventory received/transferred paperwork is documented, low profit products are cleared as appropriate, sales are processed correctly in POS systems, and products are merchandised to make the most out of the sales floor space available.
- Follow cash handling and processing procedures including bank deposits and providing end of month daily income journals to accounting.
- Recruit, train, and retain effective AK Geo employees with a focus on building the next generation of leaders who will become Branch Managers in the future.
- Organize and track inventory for any/all storage areas dedicated to sales products.

- Maintain professional, customer oriented, and communication with Partner staff; answering questions or escalating concerns to the Regional Operations Manager as appropriate.
- Lead and coordinate inventory accounting, following accounting best practices at end of season or as needed by Regional Operations Manager.
- Support Alaska Geographic Membership/Donation goals by promoting program benefits to customers and answering questions and working with Alaska Geographic Membership/Donation staff as appropriate.
- Alaska Geographic employees must follow HR policies, guidelines, and procedures as stated in the Employee Manual and Retail Training Manual.
- Other duties as assigned.

REQUIRED EXPERIENCE, LICENSES, CERTIFICATIONS, ABILITIES, OR KNOWLEDGE:

- Proactively problem solve quickly and implement solutions.
- Minimum of three years' experience in retail. Management experience preferred.
- Working knowledge of computers including Word, Excel, and digital POS system.
- Ability to communicate clearly, both verbal/written. Retain and accurately pass on information to employees and customers.
- Manage teams independently while following appropriate procedures.
- Multitask and prioritize multiple initiatives.
- Calculate sales goal by month, week, and day including inspire employees to achieve those goals.
- Valid driver's license and access to privately owned vehicle required.
- Independently travel to all facilities under the Branch Manager's responsibilities. Valid driver's license and independent mode of transportation might be required depending on location needs.
- Ability to lift boxes weighing up to 15 pounds to a shelf height of 5 feet.

MINIMUM EDUCATIONAL REQUIREMENTS:

- High School Degree or equivalent required.
- College degree in business desirable.

For more information about Alaska Geographic, visit our website at akgeo.org.