**We are looking for a Duty Manager to join our team at Greenmeadows New World.**

The primary role of the Duty Manager is to ensure a consistently fresh and appealing shopping experience for all customers and the smooth running of the store in the absence of Department managers and other members of the management team.

**The Role;**
The Duty Manager role covers the following duties –

* Ensure product merchandising standards in all departments
* Ensure staff present themselves professionally to store guidelines, and meet the agreed service standard at all times
* Ensure regulatory compliance across the departments in all areas relating to regulatory impact.
* Ensure Foodstuffs’ New World promotional and pricing programmes are adopted and complemented with in-store department specific activity so that the store presents a competitive and brand consistent offer to the market at all times.
* Undertake specific tasks of Duty Manager including:
	+ Circulating around the shop floor to ensure the maintenance of the store’s overall appearance
	+ Monitoring department staff to ensure service and productivity levels are maintained
	+ Monitor checkout service and customer flow
	+ Communicating back to Department Managers and Senior Managers with any issues
	+ Ensure end of day procedures are competed as per individual department requirements
	+ Dealing with customer and staff complaints, issues and enquires as required.

**What’s in it for you;**

* Prove yourself in a store known for its people development and career opportunities
* Join a workplace intent on creating and maintaining a strong workplace culture

**What are we looking for;**
The successful candidate will have the following -

* Be physically fit and able to fulfil the requirements of the role
* Good command of written and spoken English
* Computer literate
* Customer service experience (desired but not required)
* General Managers’ Certificate (desired but not required)

**About New World Greenmeadows;**

This pioneering store is the culmination of many years of research, innovation and development by the Beaton family. As a result, this has changed the face of how a modern New World Supermarkets will look. Although Greenmeadows New World is one of the most up to date supermarkets in New Zealand it hasn’t lost sight of the fact that Jack McDonald based his business on the service he provided to his customers. We carry this value in our service every day to our customers as it is still as important as it was back in 1936. Greenmeadows New World is an independent family business, now into the third generation. Greenmeadows New World is committed to making a profit, because without profits it would not be able to expand, improve or replace equipment, or provide benefits to its employees.

Greenmeadows New World continues its tradition of innovation, customer service, growth, and commitment to the local community.