

We, **METRO** Cash & Carry Vietnam Ltd., a powerful brand with characteristics as:

- Unique business concept
- Strong self-service wholesale brand
- Sharp profile in the market
- Competitive internationalization and expansion
- Strong international corporate culture founded on Core Values
- Proactive employees development

are looking for the qualified Candidates for the following position:

FLOOR MANAGER – FRESH FOOD **QUẢN LÝ NGÀNH HÀNG THỰC PHẨM TƯƠI SỐNG**

REPORTS TO: Distribution Center Manager (DCM)

WORK LOCATION: Metro Hồng Bàng – Hải Phòng City

MISSION STATEMENT

The Floor Manager (FM) guarantees in his departments the achievement of the different economic budgets by managing his area of responsibility and by supporting the decisions made by Distribution Centre Manager (DCM) in the most efficient way.

ROLE & KEY RESULT AREAS

Role:

The FM's activities, which lead to the achievement of objectives, have three main objectives:

- Maintain/grow loyalty of targeted customers for own division/departments.
- Maintain and improve on sales budget, cost control, margin for all categories particularly food.
- The improvement of the staff's skills and the communication in the store.

Key result areas:

- Work on results, analyze deviation between budget and actual situation, if necessary make action plans and follow up
- Conveying company's strategies, policies and departmental objectives to the team especially the head of department for successful implementation.
- Lead a high motivated team by role model and give head of department the possibility to take initiatives.
- Manage his area with the following routines:

Daily

- Check together with his Department Supervisors (DS) the cleanliness, tidiness, presentation, freshness, quality, rail card, 0 stock especially Metro Mail (MM), planogram, trolley with remaining articles, etc, to sum up check result for daily activities of department.
- Check turnover especially MM sales, stock level, lists of 0 stocks, 1/2 stocks, minus stocks, daily inventories (10 items per department), articles change, price correction, stock correction, situation of good receiving, ordering, price deviations.
- Office routine: mails, customer complaints, meetings, discussions, etc.

Weekly

- Prepare the next MM presentation & ordering with the head of department.
- Checking and approving department working schedules.
- Update special reports (old stock, articles status one without stock, etc.)

Monthly

- Checking and approving monthly inventory list of (fresh food) departments.
- Meeting with his Head of department for a general overview of TO, shrinkage, FTE (full time employee), rotation, customer's information with the FM.

Yearly

- Prepare execution of the yearly inventory.
- Evaluation of the performance of head of department in his/her responsibility
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PEOPLE SPECIFICATIONS

- 3-5 years relevant experience at supervisory or managerial level preferred
- Overall apprehension of the store, assortment structure, processes, systems and procedures.
- Loyalty and commitment to follow company procedures
- Very good product knowledge as well as process knowledge of proper ordering and stock keeping.
- Very good analytical ability and good planning and organizational skills.
- Good written and verbal communication skills.
- Coaching and counseling skills
- Teamwork and co-operation
- Strong focus on customer needs
- Accountable, take initiatives and can work under pressure.

Successful candidates will be offered a competitive salary & benefits package, family health insurance and professional training programs.

In strict confidence, interested candidates please send your full resume in English and 01 photograph to the below address:

**Metro Cash & Carry Vietnam – Hồng Bàng Distribution Center
Số 2A So Dau – Hong Bang – Hai Phong**

or Email: thi-huong.nguyen@metro.com.vn

**Please put job title on your cover letter or into the subject of your email.
Only short-listed candidates will be contacted for an interview.**