

JOB POSTING

Assistant Store Manager

At J.Jill, we believe in the power of community and genuine connections. We are seeking a passionate, customer-obsessed, and results-driven **Assistant Store Manager** to support the overall success of the store. You are a dynamic leader who thrives on building relationships, inspiring teams, and driving a profitable business. You will embrace our fun and inclusive culture as you create a meaningful and authentic customer experience within the store and community.

Key Responsibilities:

- Acts as a role model, develops and maintains strong customer relationships through genuine interactions. Support community engagement initiatives to strengthen brand presence.
- Assist in hiring, training, and developing a high-performing team that embodies J.Jill's values. Lead by example, providing coaching and support to ensure team success. Identify and celebrate individual and team success.
- Help drive store performance by analyzing sales trends, setting goals, and executing strategies and communicating with the team to meet or exceed targets while ensuring a seamless shopping experience.
- Maintain deep knowledge of J.Jill's products to provide customers with personalized styling recommendations and build confidence in their choices.
- Support daily store operations, manage inventory, lead floor sets, and uphold visual merchandising standards that align with company guidelines.
- Take ownership of assigned responsibilities, address challenges with a proactive and solution-oriented mindset, and support the Store Manager in overall store success.
- Navigate various communication settings across different levels of the organization, adjusting messaging to fit diverse audiences.
- Perform additional responsibilities as assigned to help your store be successful.

Benefits, Tailored for You:

- Competitive salary with retail incentive plan eligibility. Hiring immediately.
- Opportunities for career growth and professional development.
- Generous associate discount.
- 401(k) retirement plan with discretionary match and tuition reimbursement.
- Full-time associates are eligible for medical, dental, vision, paid time off, and more.
- Employee Assistance Program and additional group discounts.

Qualifications:

- 2+ years of Women's Specialty Retail experience preferred, with at least 1 year in a leadership role.
- Proven ability to support and develop high-performing teams.
- Strong customer service skills and ability to build lasting relationships.
- Experience in analyzing business trends and executing action plans.
- Passion for fashion, styling, and merchandising.
- Excellent communication skills and ability to manage ambiguity with confidence.
- Available to work a flexible schedule, including weekends, evenings, and holidays.

Physical Requirements:

- Extensive standing, walking, reaching, bending, pushing/pulling and maneuvering around store, hang/fold merchandise, ladder climbing, operate POS registers and other company mobile devices, occasionally operate trash compactor (where applicable), occasionally use a hand truck, lift and carry up to 30lbs, and ability to joint/team lift.

JOB DESCRIPTION

Assistant Store Manager

At J.Jill, we believe in the power of community and genuine connections. We are seeking a passionate, customer-obsessed, and results-driven **Assistant Store Manager** to support the overall success of the store. You are a dynamic leader who thrives on building relationships, inspiring teams, and driving a profitable business. You will embrace our fun and inclusive culture as you create a meaningful and authentic customer experience within the store and community.

Key Responsibilities:

- **Customer Engagement & Community Building:** Acts as a role model, develops and maintains strong customer relationships through genuine interactions. Support community engagement initiatives to strengthen brand presence.
- **Team Support & Leadership:** Assist in hiring, training, and developing a high-performing team that embodies J.Jill's values. Lead by example, providing coaching and support to ensure team success. Identify and celebrate individual and team success.
- **Sales & Business Development:** Help drive store performance by analyzing sales trends, setting goals, and executing strategies and communicating with the team to meet or exceed targets while ensuring a seamless shopping experience.
- **Product & Brand Expertise:** Maintain deep knowledge of J.Jill's products to provide customers with personalized styling recommendations and build confidence in their choices.
- **Operational Excellence:** Support daily store operations, manage inventory, lead floor sets, and uphold visual merchandising standards that align with company guidelines.
- **Accountability & Problem Solving:** Take ownership of assigned responsibilities, address challenges with a proactive and solution-oriented mindset, and support the Store Manager in overall store success.
- **Communication & Adaptability:** Navigate various communication settings across different levels of the organization, adjusting messaging to fit diverse audiences.
- **Store Success:** Perform additional responsibilities as assigned to help your store be successful.

Qualifications:

- 2+ years of Women's Specialty Retail experience preferred, with at least 1 year in a leadership role.
- Proven ability to support and develop high-performing teams.
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