

## VACANCY

**Company Profile:** Balfin Group is among the largest private investment groups in Albania. The Group's investment portfolio embraces activities of real estate development, retail sales, commercial and industrial space management services, mining and metallurgy industry, customer financing, etc.

**Spar Albania Ltd.** is an affiliate of Balfin Group operating in the sector of food retail with the right of exclusivity of the name "SPAR".

**Job position:** Area Manager

**Grade:** 9

**Department:** Operational

**Location:** Tirana East Gate, (TEG), Tirana.

**Summary:** Responsible for running stores to meet company's targets and policies. The aim is to maximize profit whilst minimizing costs. Ensure promotions are accurate and merchandised to the company's standards, staff is fully versed on the target for the day and excellent customer care standards are met.

### Duties and Responsibilities:

- Depending on the size of the store, and company structure, retail managers may also be required to deal with human resources, marketing, logistics, information technology, customer service and finance;
- Completes store operational requirements by scheduling and assigning employees; following up on work results;
- Maintains store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results;
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions;
- Identifies current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements;
- Ensures availability of merchandise and services; maintaining inventories;
- Formulates pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales; studying trends;
- Markets merchandise by studying advertising, sales promotion, and display plans; analyzing

operating and financial statements for profitability ratios;

- Secures merchandise by implementing security systems and measures;
- Protects employees and customers by providing a safe and clean store environment;
- Maintains the stability and reputation of the store by complying with legal requirements;
- Determines marketing strategy changes by reviewing operating and financial statements and departmental sales records;
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies;
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures;
- Contributes to team effort by accomplishing related results as needed;

#### Qualifications and Skills:

- **Education:** Business management or marketing.
- **Work Experiences:** 2-3 years in retail business.
- **Additional qualifications:**
  - Good command of Microsoft Office Package (excel, Word, Power point).;
- **Additional skills:**
  - The ability to lead and motivate a team;
  - Excellent communication and 'people' skills;
  - A strong commitment to customer service;
  - The ability to work under pressure and handle challenging situations;
  - Confidence, drive and enthusiasm;
  - Decision-making ability and a sense of responsibility;
  - The ability to understand and analyze sales figures;
  - Sound business sense;
  - An understanding of retail laws, security and health and safety.

**Work conditions:** Balfin Group offers an attractive benefit package, including a fair remuneration based on merit and performance evaluation.

**Application Procedure\*:**To apply for this position, please submit CV with covering letter before 03/08/2018 to [hr@spar.al](mailto:hr@spar.al) stating the post on the subject line or by post to the following address:  
Spar Albania Ltd, Tirana East Gate (TEG), National Street Tirana-Elbasan, Farkë (Lundër), Tirana.

\* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".