

VACANCY

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”.

Company Profile: Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of the BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

Job position: Assistant Store Manager

Grade: 8

Department: Operational

Location: Tirana

Summary: Assistant Store Manager supports and assists the Store Manager in organizing all work in the store, according to company policy; His main responsibility is the daily follow-up of the work in order to run the store optimally.

Principal responsibilities:

- Support of the Store Manager in the implementation of commercial and administrative work in the store;
- Staff support in their daily work;
- Teamwork management and motivation in order to increase sales and ensure full efficiency;
- Management of the stock level and making important decisions for stock control. It is responsible for stock differences in cases of various routine, daily checks and inventories;
- Sales analysis;
- Solving security problems in cooperation with the relevant department;
- Periodic control of expiration dates of products in the Store and warehouse;
- Daily control over sales areas, discussions about various problems with colleagues and receiving opinions from customers;
- Identification and immediate resolution of problems;
- Work to achieve and present proposals (to the manager) for a better service to the client;
- Market analysis through price, product and quality control;
- Caring for customers and finding solutions to their problems, according to company policy;
- Response to all customer complaints and comments;
- Use of information technology to report sales analysis and planning;
- Daily organization of cash registers and their supervision;
- Solving all types of problems in cash registers;
- Counting cash, opening and closing the market and cash registers;

Qualifications and Skills:

- **Education:** University Degree, (preferably in Business Administration).
- **Work Experiences:** At least 2 years of work experience in related profile.

- **Additional qualifications:**

- Excellent oral and written communicative skills;
- Good command of Microsoft Office Package;

- **Additional skills:**

- Ability to work in a team;
- Ability to lead, make decisions and plan;
- Ability to communicate with partners and clients;
- Ability to provide the customer with an efficient service in any situation.

Application Procedure*: To apply for this position, please submit CV with covering letter to 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".