

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: Store Manager

Grade: 8

Department: Operational

Location: Tirana

Summary: Provide positive direct profitability of the store through direct cost management. It is responsible for the maintenance of the store, cash, purchases, customer service, etc.

Principal responsibilities:

- Keep the direct costs of the store under control;
- Supervise the ordering process;
- Stock level management and making important decisions for stock control.
- Manage through the FIFO system the placement of products on the shelves;
- To respect the curricula set by the relevant Departments;
- Presentation in time and in the most optimal conditions of promotional activities;
- Responsibility for cash and its transaction in the bank;
- To motivate, support and train the store staff by providing technical security of goods and people;
- To welcome the concerns, suggestions and complaints of the clients and to forward them depending on the problem to the relevant departments;
- Provide the best possible sales conditions for fresh departments;
- Controls the observance and application of the set hygiene standards in the store;
- Collaborate with colleagues and clients to identify and / or resolve urgent issues

Qualifications and Skills:

- **Education:** Bachelor's degree in Mathematic or Economy.
- **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".