

JOB DESCRIPTION

JOB SUMMARY:

The Deputy Manager, Authentic Maldives will be assisting the work of the Authentic Maldives department under the supervision of the Chief Commercial Officer and Assistant Director, Commercial.

KEY RESPONSIBILITIES:

- Manage and oversee Authentic Maldives staff duty schedules and performance.
- Organize and manage Authentic Maldives outlets supplier files, logistical operations file, inventory file and all related correspondence.
- Act as a first point of contact between BCC Head office and Authentic Maldives outlets in communicating the shop operations and issues that may arise.
- Act as focal point of contact between Authentic Maldives and the vendors in addressing and attending to their inquiries and requests.
- Maintain and track inventory of Authentic Maldives (office inventory and products inventory) and manage reconciliation of inventory on a monthly basis.
- Prepare guidelines and SOP on receiving vendor products and requesting for low stock products.
- Ensure the security of the outlets are maintained at all times.
- Ensure the security of the inventory room in-store and BCC stock room that holds vendor products.
- Assist in the maintenance of Authentic Maldives outlets, attending to any damages to the shop and attending to any renovation requirements that arise.
- Manage the marketing activities of the shop, in coordination with BCC Marketing department, in promoting the outlets.
- Prepare and manage the duty roster of Authentic Maldives and arrange replacements as required
- Coordinate meetings and communicate with prospective stakeholders that are of interest to the Authentic Maldives outlet, in further promoting the shop or establishing new outlets in different locations.
- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor.

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.