

## Retail Store Manager

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**Location:** *Enid, OK*

**Training Requirements:** *Ongoing*

**Travel Required:** *Yes/Limited Overnight*

**Exempt/Non-exempt:** *Non-Exempt*

**Position Type:** *Full Time - Safety Sensitive Position*

**Reports to:** *Director of Sales*

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### SUMMARY

The Retail Store Manager is responsible for overseeing the daily operations of Johnston Seed Company retail store, making sure it runs smoothly and effectively. Their duties include creating business growth strategies, developing promotional material, and day to day store operations. Candidates must be proactive in building long-term, profitable relationships selling to targeted customers local to Enid including walk-in and retail customers and work closely with our customers sharing agronomic knowledge and promote products sales to boost year-to-year performance.

### CORE VALUES

- Uphold the History and Heritage of Johnston Seed Co. by honorably serving our customer and agriculture.
- Stewardship of company assets
- Perform tasks with impeccable ethics, professionalism, and service.
- Embrace the culture of behavioral safety by focusing on identifying risks and preventing incidents.

### DUTIES AND RESPONSIBILITIES

- Operate a retail store in a demanding and fast-paced environment while delivering excellent customer service to ensure high levels of customer satisfaction.
- Inventory management, processing, and in-house sales utilizing Strinos inventory system.
- Must attain strong knowledge of product lines and agronomic information to promote in-house sales and share knowledge to customers.
- Create business strategies to attract new customers, expand store traffic, and enhance profitability for Johnston Seed Company and its customers.
- Develop and arrange promotional material and in-store displays.
- Respond to customer complaints and concerns in a professional manner.
- Ensure store compliance with health and safety regulations.
- Prepare reports on buying trends, customer requirements, and profits.
- Manage store administration duties such as office paperwork, electronic filing, managing store budgets and updating financial records.



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**QUALIFICATIONS**

- Preferred associate degree in a related field or minimum of three years related experience in selling in the agricultural industry or experience in working in the farming/agricultural industry.
- Must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Demonstrate a high degree of proficiency with information systems and software.
- Excellent written and oral communication skills.
- Excellent organization, project management, and time management skills are necessary.
- Requires strong interpersonal, written, and verbal communication skills with the ability to work closely with all members of the organization.
- Requires the ability to make sound judgments and take the initiative to establish priorities, meet deadlines, and make decisions/choices within the functional area of responsibility with minimal direct supervision.
- Requires strong analytical and conceptual thinking skills; ability to analyze data.
- Must have strong problem solving and decision-making skills.
- Strong customer service skills and the ability to be creative and proactive in developing/delivering solutions.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit/stand for long periods of time; use hands to hold, handle, or feel; talk and hear. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue. The job requires eye, hand, arm, foot and leg dexterity and coordination. Excellent stamina is required. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit/stand; walk; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must not be allergic to grain or grain dust. The employee must regularly lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works in an office retail environment. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_