

FULL TIME SINGAPORE STORE ASSISTANT MANAGER WANTEDS
THE BIKE BOUTIQUE SINGAPORE

We are looking for a dynamic, adventurous and hard working individual to initially work in our [Singapore store](#) before embarking upon an adventure to open new Bike Boutique stores globally. For more details on us visit www.thebikeboutique.com and www.teamtbb.com.

RESPONSIBILITIES

- To assist our Singapore Store Manager with the day to day managing of our business in Singapore.
- To help lead the opening of new TBB locations in Singapore.
- To support events where TBB is sponsor.
- To help develop our brand and marketing activities in Singapore to help us lead the bike lifestyle industry in Singapore.
- To support cycling and triathlon clubs in Singapore and help further develop of the bike lifestyle.

JOB SCOPE

- Deliver an amazing customer service and drive strong sales in the store.
- Manage and motivate a team to increase sales and ensure efficiency;
- Manage stock levels and make key decisions about stock control;
- Analyse sales figures and forecast future sales volumes to maximise profits;
- Analyse and interpret financials and trends to facilitate planning;
- Use Information Technology to record sales figures and for data analysis and forward planning;
- Deal with staffing issues: interview potential staff; conduct appraisals and performance reviews;
- Ensure standards for quality, customer service and health and safety are met;
- Maintain awareness of market trends in the retail industry, understanding forthcoming customer initiatives, and monitoring what local competitors are doing;
- Initiate changes to improve the business;
- Deal with sales, as and when required.

REQUIREMENTS

- Degree or diploma in business/retail management is preferred.
- 2 years of retail experience (preferably in the bike industry).
- Willingness to learn new skills and put them into practice.
- Excellent written and spoken communication skills.
- Willingness to work in a close knit team.
- Good IT skills in programs such as Word, Excel and PowerPoint.
- Self motivated and driven individual who has a positive attitude.
- Readiness to live and work in Singapore.
- Readiness to travel extensively across Asia and the globe.

REMUNERATION

- Industry competitive salary related also to the experience levels.

Who are we?

The Bike Boutique is the pioneer of [bikelodging™](#), a unique bike storage and service concept. Based in the central business districts in cities such as Singapore, Melbourne and Kuala Lumpur, [bikelodging™](#) is a secure bike storage facility with showers and lockers available for rental. Beyond meeting the needs of individual bike commuters, we are out to inspire a movement to make cycling sustainable (meaning accessible, rewarding and safe) globally. We also want to become a sought-after voice of authority on the benefits of cycling and be a magnet for rising cycling talent. Most importantly, we want to be known for the personal service and attention we deliver, the dedication and energy with which we deliver it, and the fun we have while doing it. We believe there is a bike out there for every person, and a person for every bike - and we are the matchmakers.

If you are interested in helping to make life better – two wheels at a time – email your CV and covering letter to

miketurnbull@thebikeboutique.com