



HEALTHY ME

## Small Business Owner

### Job Situation

Working indoors in a well designed well lit store. You work very long hours and often on weekends. Worry a lot about meetings payroll and constantly incoming invoices. Government Workman's Insurance, and all tax forms.

### Duties

Ensure that the store makes a profit

- supervise the day-to-day operations of the store
- directly supervise staff, set up work schedules and duties
- hire staff and, when necessary, dismiss employees
- train new employees
- administer budgets and authorize financial transactions
- monitor product inventories and trends in consumer buying
- implement or administer price and credit policies
- monitor anti-theft procedures and policies
- oversee security measures, safes are locked and alarms set
- monitor the outside of buildings
- deal with customer complaints and recommendations.

Store managers also may:

- organize staff safety programs
- locate and select merchandise for resale
- meet with manufacturers' sales representatives
- co-ordinate activities in various store departments
- develop and implement marketing strategies
- decide how merchandise should be displayed
- meet other store managers and shopping mall managers

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