[Appleton, WI] Retail Assistant Store Manager

Kimberly, WI · Full-time · **$19–21/hr**

Retail Assistant Store Manager
Location: Appleton, WI (100% onsite)
Salary: $19.00 - $21.00/hour (with overtime, typically $45,000 - $50,000 annually)
Benefits: Medical, Dental, Vision, Life Insurance, 401K w/ Match, Paid Time Off
Job Type: Full-Time
Typical Hours Per Week: Off-season = 40 hours, Busy season = 42-44 hours, Peak = 50 hours
Store Hours: Most days 9am – 6pm or 7pm (Openers arrive 1 hour prior)
Start Date: ASAP
Travel: Local (~5-day trips annually for meetings or training)
Sponsorship: Not available
Relocation Assistance: Not Available

Retail Assistant Store Manager Description

Our client, an established retailer, is seeking an **Assistant Store Manager** to support their location in Appleton, Wisconsin. This is a highly **hands-on leadership opportunity ideal for candidates with a retail background OR individuals from other industries seeking to step into a leadership role**. You will spend approximately 90% of your time on the sales floor actively supporting daily operations and 10% on administrative responsibilities. The ideal candidate is ambitious, emotionally mature, hardworking, and team-oriented, with the ability to thrive in a fast-paced, physically demanding retail environment. This position offers a path to career growth and other management opportunities in a company that **values people, training, and culture**. Additionally, this retail management role offers more **attractive hours** for work-life balance.

Retail Assistant Store Manager Responsibilities

- Provide hands-on leadership on the sales floor to support daily store operations
- Facilitate merchandising resets and marketing plans
- Support staff direction, coaching, and daily task execution
- Track store performance and address areas of concern
- Support opening and closing procedures as needed
- Ensure daily cycle counts are completed and sent to the corporate office
- Align store culture with company vision and values
- Develop strong partnerships with store personnel, buyers, vendors, and corporate leadership
- Protect and maintain company assets and resources
- Assist with back-office reporting and basic administrative tasks
- Uphold company culture, safety standards, and operational expectations

Retail Assistant Store Manager Qualifications

- Highly hands-on and comfortable working on your feet in a fast-paced environment is required
- Ambitious, dependable, and customer-oriented leadership mindset is required
- Strong emotional maturity and professionalism are required
- Comfortable using computers and learning new software systems is required
- Ability to attend paid offsite training 1 day per week for the first 3 months is required

Apply: https://twonice.hire.trakstar.com/jobs/fk0zp6g/?apply=true

Your search team



Patrick Cahill
President



Gerald Aranas
Sourcer



Barry DeMartin
Senior Recruiter



Kristina Leege
Client Manager