

## **Position: District Manager**

### **Reports to: Regional Sales Manager**

#### ***Our ideal candidate will be able to:***

Leave a lasting impression and have a sales impact on staff

Coach, motivate, role play, lead the sales team. Maintain a Whatever-it-takes attitude to achieve sales goals

Excel in customer service by providing Customer-first leadership and setting service-oriented examples for all team members to follow

Effectively manage their team, including hiring, training, coaching, motivating, leading, reprimanding, and termination

Identify and develop our current employees to be the next District Manager, etc.

Keep the Company needs first and always protect the best interest of the company in all aspects of the position

### **Responsibilities**

#### **Sales - *To consistently achieve all salon sales goals***

Achieves all salons Revenue goals

Achieves all salons Membership/package goals

Achieves all salons product, service, and membership goals

Works to coach and develop team to reach all goals

#### **Training, Development, Communication, and Follow-Thru- *Train, develop, communicate, and follow-thru with all salon District Managers and employees to create a teamwork environment.***

#### **Policies and Procedures**

All training information and training seminars

Image Guidelines

Full operation of the salon

Monthly District Manager Meetings

Reports, orders, schedules, payroll, etc

All new employee hires

Emergency situations (i.e. Computer, power, air-conditioning, equipment down, etc.)

#### **Communicate and embrace all company changes, additions, new programs and ideas to all employees.**

Communicate and follow-thru with the Regional Sales Manager (successes, updates, ideas, suggestions, discrepancies, complaints, refund, etc.)

Communicate and follow-thru with Guest Services for any customer needs or concerns

Communicate and follow-thru with the Corporate Sales Trainer on salon training needs

Communicate questions, professional development needs, self-recognized needs for areas of improvement to Regional Sales Manager

## **Additional Responsibilities**

Participates in offering innovative ideas and suggestions to the company, finding a new way to increase business and eliminate unnecessary costs  
Hiring only the best candidates for the Sales Associate position and coaching them to be better or disciplining as needed  
Complete all reports, orders, schedules, payroll and any information as required by the Regional Sales Manager, and submit by due date  
Submit lotion orders, supplies, bulbs, etc to salons by due date  
Implements an organized, and effective weekly schedule to help increase sales  
    Follow company scheduling requirements  
    Replace underperformers  
Assist in the maintenance of salon equipment  
Complete bank deposits for all salons 3 days per week  
Complete payroll for all salons twice monthly

## **Requirements**

Attend all Regional and District Manager meetings  
Attend all company functions  
On call seven days a week, 24 hours a day for all salons  
Work a minimum of 40 hours per week  
    Minimum of three 8-hour evening shifts per week (11am-7pm or later)  
    Minimum of 21 hours in Management capacity, 19 hours on desk  
    One Saturday per month  
    **Open-close on New Year's Eve (no exceptions)**  
    Additional nights, weekends and holidays as needed  
    ***To meet and exceed sales goals will typically require 60+ hours weekly.***  
Be on call for Buddy District as needed  
Participate in assisting other District Managers when help is needed  
Must have own transportation (i.e. car) and be able to travel to Corporate or any salon

*These Requirements and Responsibilities are by no means all-inclusive. The position will continue to evolve to meet the changing needs of the company and other team members. The "District" is subject to change, as locations and regions are adjusted based on the needs of the organization. The ideal candidate will be able to adapt and grow, take on additional responsibilities as needed by the Company.*

## **Compensation and Benefits**

This position is salary + biweekly commission and quarterly bonus. Commissions and bonuses are based on production of self and employees within the guidelines of Ultimate Exposure's commission and bonus structure. Benefits include health and dental insurance after 90 days of employment, Vacation and 401K after 1 year, and complimentary tanning and product discounts.

**To Apply:**

Send completed Ultimate Exposure application and resume to [uejobs@chicagotans.com](mailto:uejobs@chicagotans.com) or fax to 312-666-3117  
Resumes without a completed application will not be accepted.