

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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TASK LIST

1. Responsible for department level execution of retail and/or assigned mall services business strategies, procedures, and policies. Establishes and implements an effective customer relations program. Ensures service provided meets or exceeds NES (Navy Exchange System) standards and customer expectations. Carries out policy of courtesy and service, recognizing the importance of genuine, obvious and active attention required in a retail organization. Exercises tact, good manners, and courtesy when serving and assisting customers and fellow associates in the performance of duties. Actively seeks to become knowledgeable concerning store policies and services offered in order to effectively carry out the requirements of this position. Responds to inquiries and provides assistance in a prompt and friendly manner.
 2. Act as stock replenishment expert. Ensures stock replenishment program for responsible departments is effectively executed. Ensures department is fully stocked, and merchandise is attractively displayed; to include effective signing, accurate price marking, and fact tags. Adheres to corporate Visual Merchandising standards. Coordinates stock replenishment with backroom and procurement personnel. Reviews department(s) merchandise stock structure, makes recommendations and provides information to Store Divisional Managers, Buyers, and concerned regarding merchandise in-stock position, stock assortment, product sale ability, local demand trends and requirements.
 3. Reviews daily sales reports. Recommends/initiates markdowns, as necessary. Provides input to Store Divisional Managers/Store Managers regarding departmental promotions, sales goals and budgets. Coordinates and implements departmental promotions and sales events with store operations, visual merchandising, and merchandise procurement associates. Provides post-promotion feedback to Buyers, Store Manager, and concerned. Keeps current regarding industry/market trends for assigned departments. Conducts comparisons with other retailers to benchmark business practices. Implements “best practices” as feasible.
 4. Performs independently under the direction of a Store Divisional Manager or Store Manager. Work is reviewed in terms of achievement of operational goals and objectives. Supervises, trains, and motivates assigned sales associates. Ensures subordinate associates are aware of sales goals, sales events, sales incentive programs, and store policies. Controls scheduling to ensure staffing levels and payroll expenditures are appropriate to current business conditions.
- Performs other related duties as assigned.
- Japanese language proficiency is required to communicate with JN associates and assist with vendors.