

JOB DESCRIPTION

Job Overview	
Job Title: Corporate Store Supervisor	
Department: Operations	
Duty Station: Opco Office with frequent travels to the Corporate Stores	
Reports To: Operations Manager	
Full-time Position	
Internal Interfaces:	External Interfaces:
<ul style="list-style-type: none"> • Corporate store team • Franchise support team • JibuCo Finance team • Quality and production team • Sales and marketing team 	<ul style="list-style-type: none"> • Jibu customers • Other Jibu franchisees and staff • External regulators
Job Overview:	
<p>The Corporate Store Supervisor is responsible for managing Jibu Corp Stores and Jibu team to enable them to achieve - Business KPI - Volume, LPG, Porridge sales and other essential products. She/He will play a key role in Expansion, Profitability (cost savings and total revenue), and impact targets as defined by the Management and in line with the Jibu mission and objectives. All team members are expected to problem solve as owners per the Jibu Culture Handbook.</p>	
Job Purpose:	
<p>The Corporate Stores Supervisor is responsible for the performance of all corporate stores from the Jibu office, with the clear target to achieve profitable operations, volume growth and full compliance with the Jibu standards.</p> <p>Furthermore, the Corporate Stores Supervisor ensures that the corporate store is highly committed and dedicated, the team well trained and fully equipped and the company's efforts aligned with the store needs.</p>	
Duties & Responsibilities:	
<p>Corporate Store Management:</p> <ul style="list-style-type: none"> • Supervising all Corporate Store Staff • Managing quality, production and product integrity • Setting up operational SOPs to reduce risks of Pilferage or other losses • Ultimately responsible for volume growth and profitability of all stores • Keep detailed management and accounting records, including all invoices, inventory control documents and delivery notes • Credit management at all Corporate Stores • <i>Develop and implement store budgets</i> work on Consolidated reporting of Corporate Store performance to Management • Performance Management for Corporate Store Staff • Roll out of new products, prices, or standards in all corporate stores • Conducting pilot phases and projects at corporate stores • Growing retail footprint • Mapping of delivery routes, • Capacity Building and training of staff at corporate stores • On- site training and Shadowing of newly trained Franchisees and Franchise Staff • Ensure 100% utilization of FieldPro in all workflows • Ensure that corporate stores are always a true reflection of a Jibu Model Store 	

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- In the event that another Franchise becomes a corporate Store during the course of the 2 years, Corporate Store Supervisor will be in charge of the management and operations of this corporate Store(s)
- Shadowing with new and existing Franchisees and staff on Jibu Operations and Financial Management

Business Development

- Identify and implement best practices observed in the network
- Identify biggest gaps and subsequent training needs
- Support in building Jibu's Franchise System by identifying and formulating best practices
- Explore new partnerships or Corporate customers to drive bulk sales.
- Identify and open new routes and new customers to drive higher sales volumes.

Team engagement and company growth:

- Be a supportive, dynamic and flexible team member
- Do not wait to be assigned for a task but hunt for opportunities to bring improvements and support others
- Be honest, reliable and dedicated
- Bring the energy and stamina to go far with Jibu and join us in building a unique success story

Supervision Received: This position works highly autonomously and reports directly to the Finance Lead.

Management Responsibility: This position directly manages the profitability of all corporate stores.

The position requires a high level of autonomy to make decisions that positively impact P&L and volumes of all corporate stores.

Direct Report: Territory Sales Manager (Namuwongo & Kamwokya) and the Corporate Store Team

Experience Requirements

Minimum Experience Requirements:

- Previous experience working in sales
- Account relationship manager or a track record of managing client relationships
- Strong project management and operations skills
- Must be proven as reliable, consistent, performance driven
- Accustomed to working against and achieving targets

Preferred Experience Requirements:

- Franchise experience a plus
- Experience working a multi-unit business environment a plus
- Experience working in a social enterprise or a startup is a plus

Required Skills:

- A self-starter and initiator with an intrinsic motivation to perform
- Highly motivated to *Get Things Done* in an autonomous an independent matter
- Strong entrepreneurial and business instincts
- Proficiency with Microsoft Office suite including Excel, Word and Powerpoint
- Perfect written and spoken English and knowledge
- The Jibu Brand and comfortably communicate decisions from managements to the franchise network