



COMPANY OVERVIEW

Clayton Digital Reprographics, Inc. is a digital-based reprographic firm in Savannah, GA founded in 1999 with a goal to be more than simply another vendor to our clients. We pride ourselves in partnering with our customers to reach their goals, by providing them with the service and the quality they need when they need it. Equipped with the latest technology and highly trained staff; we provide document management services, wide-format plotter service and sales, quality color printing and finishing, and high-speed large-format reproduction of residential and commercial construction prints for builders, architects and other professionals within the construction industry.

JOB OVERVIEW

POSITION: FULLTIME ASSISTANT STORE MANAGER LOCATION: SAVANNAH, GA START DATE: IMMEDIATELY

We are seeking a self-motivated individual to join our team as Assistant Store Manager. The candidate will go through a training program that will consist of an extensive company and industry overview, rotations through all departments, and in-depth training on various management responsibilities.

The successful candidate will assist the Store Manager with these responsibilities:

- Oversee daily store operations, and assist as needed (Intaking work, scheduling, billing)
- Train, coach and motivate all employees to achieve company goals
- Evaluate employee performance and provide feedback
- Develop and maintain customer relations
- Ensure that quality control standards are met
- Monitor and minimize waste
- Research and report on new technology, and cost saving products
- Monitor and control store payroll, employee leave, and product inventory
- Proactively generate ideas to develop business opportunities and maximize sales

JOB REQUIREMENTS

- College Degree preferred
- Previous management experience preferred but not required
- Must posses:
 - Strong interpersonal, communication, and organizational skills
 - High work standards and motivational skills
 - Strong multitasking and problem solving skills, must be able to make quick educated decisions

YOU WILL BE SUCCESSFUL IN THIS POSITION IF YOU ARE...

- outgoing and enthusiastic
- assertive
- organized and detail oriented
- thrive on new challenges
- proactive and follow through with what you are given
- a leader not a follower
- a people person and like meeting new people
- a team player

WHAT CDR OFFERS THEIR EMPLOYEES

- Competitive salary
- Excellent benefits including medical, dental, Medical Flex-Spending Account, and retirement plan
- Paid training and continuing education
- Exciting opportunities for career growth
- Enjoyable, laid-back work atmosphere

CONTACT INFORMATION

Qualified candidates can send their resume to Brittany Deal by email to: Brittany@cdrepro.com, or mail to: 1000-I Eisenhower Dr. Savannah, GA 31406. For questions call 912.352.3880.