

Francesca's Collections provides a unique shopping experience with each visit. When shoppers visit Francesca's they will find that each boutique is a treasure chest overflowing with gifts, apparel, home accessories and jewelry that reflects the most fashionable styles and desired items from all over the world.

Francesca's Collections provides a diverse culture that rewards the efforts of fun and talented individuals who are dedicated to delivering a rich experience to our customers. We offer a creative and friendly environment with plenty of opportunity for advancement. We understand that it is the people in our stores that contribute to our growth and we invite you to help us continue in our success.

Francesca's Collections is currently seeking to hire for all positions for our store at the Barracks Road Shopping Center in Charlottesville, Virginia.

Boutique Manager (FT):

The successful boutique manager will have several years of specialty retail experience either as a store or district manager, with a strong emphasis on product, customer service and visual presentation. Boutique managers are responsible for every aspect of the store. They will lead a team of associates that are motivated to provide a superior level of customer service to maximize sales and profit. They are responsible for meeting and exceeding all given sales goals and expense targets. They must possess an entrepreneurial spirit and be an effective problem solver.

Job Requirements:

- Drive the business results by maximizing daily sales plans, controlling expenses and improving metrics through floor leadership, execution of Francesca Collection training programs, and continuous coaching
- Must maintain a high degree of personal integrity, and hire a team with similar values
- Attract, select, train and retain top talent
- Maintain a visually impressive boutique, augmenting the company visual standards with embellishments that complement the uniqueness of the product mix
- Act as a liaison between boutique team, the Regional Manager, Human Resources and Store Operations
- Understanding of retail sales and their relationship to inventory levels, with the ability to communicate needs directly to the merchandise planning team
- Strong working knowledge of labor scheduling
- Protect the physical assets of the boutique, by conducting weekly audits, routine cycle counts and an annual physical inventory
- Evening, weekend and holiday work required
- The boutique manager must be willing to work alone in the boutique for extended periods of time during non-peak work days.

Qualifications:

- Minimum 3 years experience managing a specialty retail store
- Demonstrated leadership and integrity with experience managing a staff of boutique associates
- Sincere desire to work with a diverse customer, selling apparel, gift, home and jewelry
- Strong merchandising and visual skills
- Excellent verbal and written communication skills
- Proactive and creative problem solving ability
- Proficient computer skills in Microsoft Word, Excel and Outlook

- Flexibility, adaptability and able to work weekends, nights and holidays. Most workweeks will extend beyond 40 hours

Assistant Boutique Manager (FT):

The successful Assistant Boutique Manager will have a minimum of 1 year specialty retail management experience, with a strong emphasis on product, customer service and visual presentation. Boutique Assistant Managers will partner with the Boutique Manager to lead a team of associates that are motivated to provide a superior level of customer service to maximize sales and profits. As an Assistant Manager with Francesca's Collections, you are involved in every aspect of the business.

Job Requirements:

- Establish a partnership with the Boutique Manager and home office personnel to support company initiatives and objectives.
- Drive business results by maximizing daily sales plans, controlling expenses and improving metrics through floor leadership, execution of Francesca's Collections training programs, and continuous coaching
- Maintain a high degree of personal integrity and lead by example.
- Attract, select, train and retain top talent
- Maintain a visually impressive boutique, augmenting the company visual standards with embellishments that complement the uniqueness of the product mix
- Understand retail sales and their relationship to inventory levels with the ability to communicate needs directly to the merchandise planning team.
- Strong working knowledge of labor scheduling
- Protect the physical assets of the boutique by conducting weekly audits, routine cycle counts and an annual physical inventory
- Evening, weekend and holiday work required
- The Assistant Boutique Manager must be willing to work alone in the boutique for extended periods of time during non-peak work days

Qualifications:

- 1-2 years specialty retail management experience with a creative flare for fashion
- Demonstrate leadership and integrity while managing a staff of boutique associates
- Sincere desire to work with a diverse consumer base selling apparel, gifts, home decor and jewelry
- Strong merchandising and visual skills
- Excellent verbal and written communication skills
- Proactive and creative problem solving ability
- Capability to maintain a "team-oriented" outlook
- Proficient computer skills in Microsoft Word, Excel and Outlook.
- Candidates must be able to work flexible hours.

Key Holder and Boutique Associate candidates should possess the following: Customer service and selling related experience /exposure, women's specialized boutique retail sales experience, creative/fashion flare experience and/or exposure.

Candidates must be able to work flexible hours.

www.francescascollections.com

Francesca's Collections is an Equal Opportunity Employer

We offer a competitive salary, insurance benefits, paid vacation, 401(K) plan and a generous merchandise discount.

To apply please send your resume to hr@francescas.net