



H E L E N R O D R I G U E S

HELEN RODRIGUES BRIDAL - BOUTIQUE MANAGER, SYDNEY

The Boutique Sales Manager will be responsible for all aspects of the organisation's sales and operations of the retail boutique at Helen Rodrigues Bridal and Luxe Bridal Samples in Neutral Bay, Sydney.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensure boutique meets or exceeds sales goals.
- Prioritise, plan and adapt schedules.
- Hold team accountable to achieving goals.
- Recruit, interview, and select qualified candidates.
- Train and motivate all team members through on-going programs in sales, customer service and product knowledge.
- Ensure team provides an exceptional customer experience in the store.
- Maintain a safe work environment and ensure ongoing safety training and awareness.
- Responsible for ensuring the store meets company guidelines in opening and closing.
- Monitor company assets through accurate inventory procedures.
- Exemplify and ensure team members comply with all Company policies and procedures.
- Create and maintain an environment where all team members are treated fairly and with dignity and respect.

The Boutique Sales Manager will be accountable for driving clients and sales to the retail stores to facilitate one-on-one client appointments while building relationship based sales.

Core responsibilities include:

- Implementation of strategic sales opportunities to increase sales growth and clientele of the retail boutiques.
- Developing sales best practices and uniform client experience consistent with Helen Rodrigues Bridal brand standards.
- Collaborating with team members and Communications Manager to increase traffic to the boutiques by bringing awareness with company held events and trunk shows at the boutique to grow Bridal sales
- Providing excellent service at all touch points with prospective and repeat clientele from first impressions via phone or email to setting the appointment, choosing gown and accessories and alteration questions to point of sale and final delivery of their gown.
- Managing trunk shows associated with the Helen Rodrigues Bridal boutique or with local vendors

- Operating and staffing of the boutique during business hours.
- Inventory management of the retail stores and audits (once a year)
- Responsibility for bringing operational knowledge and best practices for the retail operations.
- Managing and fielding questions from clients on gown orders and arrival.
- Sales reporting management and analysis

At Helen Rodrigues Bridal, we are all about passion and this passion is found in the finer details and quality of all our gowns, accessories and our people. We want to work with you, if you are a strong like-minded individual that can contribute to our brand. We believe that each and every team member should be a representation of our brand and culture and should love creating memorable experiences and quality relationships with each other, our clients and our partners with the main goal of growing our exclusive luxury brand.

The Ideal Candidate

- Minimum 5-8 years' experience in a Bridal/RTW sales/operational role in the retail luxury apparel/fashion
- Luxury Brand Experience preferable
- Analytical, detail oriented and highly organised
- Must be able to adapt to the fast paced dynamic of the industry.
- Strong communication skills- Verbal and written
- Ability to build and maintain relationships internally and externally
- Capable of understanding complexity of issues, and utilisation of creative problem solving. Be able to think on your feet
- Proven leadership skills and record of successful operational controls
- Proficiency in Microsoft Office, CRM packages

About Us

The name Helen Rodrigues has become an icon for Australia's most elegant brides. Established in 2001, Helen has brought collections from the world's most eminent designers to Australia. Those in the know and lovers of designer luxury head to the Helen Rodrigues boutique, in Sydney's leafy Lower North Shore suburb of Neutral Bay, to view the latest in international designs and trends in bridal wear.

Our globally recognised designers include Elie Saab, Eliahv Sasson, Inbal Dror, Jenny Packham, Lee Petra Grebenau, Alon Livné White, Monique Lhuillier, Peter Langner and Suzanne Neville - the world's premium bridal collections under one roof. And to ensure that our brides look and feel their best as they make their vows, we visit the leading fashion houses from around the world including New York, London, Israel and Lebanon regularly to confer with the top creative minds in this select enterprise.

The result of Helen's deeply personal commitment is that our brides in Helen Rodrigues Bridal creations enjoy unsurpassed levels of style, intimacy and meticulous attention to detail. A bridal gown from Helen Rodrigues Bridal is an experience of excellence, and not just a purchase.

Apply Now

Please email a cover letter and resume to kate@helenrodrigues.com.au

Only successful candidates will be contacted