Assistant Manager in Training – Mynt Barber Shop

About the Role

The **Assistant Manager in Training (AMIT)** position is designed for individuals who are passionate about leadership, customer service, and operational excellence—**no hair-industry experience required**. This part time role prepares you to step into future management responsibilities through hands-on training, mentorship, and progressive skill development.

AMITs support the Shop Manager in daily operations, staff & schedule coordination, and client experience while gradually taking on leadership duties. This is a growth-focused role for someone eager to learn, lead, and develop within the company.

Key Responsibilities

As an Assistant Manager in Training, you will learn to:

Operational Support

- Assist with day-to-day shop operations to ensure an efficient, clean, and professional environment.
- Support inventory tracking and help maintain proper stock levels, including retail and backbar products.
- Learn to monitor sales performance and understand factors that drive shop profitability.
- Process transactions and ensure accurate use of the POS system.
- Maintain product inventory, restock supplies, and manage Mynt apparel.
- Perform store closing procedures and uphold cleanliness standards.
- Troubleshoot basic technical issues (Wi-Fi, music systems, Squire, etc.).
- Coordinate with contractors for repairs or maintenance as needed.
- Ensure compliance with TDLR regulations and inspection readiness.

Team & Leadership Development

- Support onboarding and training of new front desk staff and barbers.
- Reinforce company policies, customer service standards, and best practices.
- Assist with staff scheduling, coverage, and time-off tracking.
- Develop leadership skills through coaching, mentoring, and problem-solving.
- Train team members on operational systems and procedures.
- Lead team meetings, create agendas, and plan staff gatherings or events.
- Support hiring processes for front desk staff and barbers.
- Participate in recruitment and outreach initiatives, including barber school visits.

Client Experience

- Help resolve client concerns under the supervision of the Shop Manager.
- Communicate promotions, services, and retail product information to clients.
- Respond to positive and negative Google reviews professionally.
- Ensure a consistent, exceptional client experience that reflects the Mynt brand.
- Coordinate seasonal closures while maintaining client satisfaction.

Training & Learning

- Participate in hands-on training on retail operations, sales, inventory control, loss prevention, and staff development.
- Learn operational systems, reporting processes, and shop procedures.
- Take on delegated responsibilities to build readiness for future Assistant Manager and Store Manager duties.
- Demonstrate proficiency in operational, leadership, and client-service responsibilities to advance within the company.

Job Requirements

- 1–2 years of customer service or retail experience preferred
- Strong interest in leadership and professional development
- Highly self-motivated with a willingness to learn
- Excellent interpersonal and communication skills
- Strong organizational abilities and attention to detail
- Basic computer proficiency
- Ability to work in a fast-paced environment and multitask effectively
- Flexible availability—including evenings, weekends, and occasional holidays
- Reliable transportation
- High school diploma or equivalent

Ideal Candidate

You're someone who:

- Enjoys solving problems and working with people
- Is proactive, dependable, and committed to growth
- Has natural leadership instincts, even if you're early in your management career
- Thrives in a dynamic environment and cares about customer service