

Market Manager – Morley Market, Leeds

Job Description

Post Title:	Market Manager (MM)
Contract Period:	Permanent
Location:	The role will be based in Morley Market, Morley, Leeds, LS27 8DS (5 days per week, weekend work maybe required)
Job Summary:	The Market Manager role is an onsite, implementation and delivery role at Morley Market, Leeds with responsibility for Operations, Sales, Marketing and Events.
Salary	Competitive
Key Responsibilities:	<p>Market Manager responsibilities</p> <p>Operations;</p> <ul style="list-style-type: none"> • Coordinate market operations ensuring the market is open during the advertised hours • Complete daily operational audits to ensure compliance with health and safety regulations and the company’s policies and procedures • Maintain and implement new emergency and non-emergency procedures for the site • Identify building maintenance issues and implement cost-effective strategies to complete works. • Manage onsite staff (2 cleaners, 1 part time assistant manager) to ensure the effective running of the site • Ensure rotas are in place and that a list of key holders is maintained ensuring business continuity measures are in place. • Ensure all leases and occupational agreements are in place and renewed as necessary • Conduct weekly rent collection, cash summaries and banking • Manage trader arrears and hold meetings as required • Manage 3rd party contracts and find costs savings inline with the operational budget • Manage disputes and disciplinary issues for staff and traders in line with the company’s procedures. • Manage daily customer questions and complaints • Liaise (through directives) with internal and external stakeholders as required. • Provide holiday cover within the company’s portfolio (where required) • Other Ad hoc duties as required <p>Sales</p> <ul style="list-style-type: none"> • Develop and implement a targeted lettings strategy for a complementary mix of stalls. • Proactively approach traders who would deliver the agreed lettings strategy, whether through email, telephone, or site visits • Manage all online enquiries and site walkaround visits • Prepare and update all sales information packs i.e. potential trader, new trader, market rules and regulations etc. • Draft lease and license documents for new traders • Track and report all sales activity, weekly and report to the National Operations Manager. • Offer sales support as required to the company’s other sites <p>Marketing</p> <ul style="list-style-type: none"> • Devise and deliver the annual marketing plan with clearly defined timelines • Devise and deliver an ongoing social media content plan, including content creation and uploading to sites including Twitter, Facebook, Instagram, as well as replying to and engaging with customers/users • Ensure continued cultivation, activity and growth of all social media followers • Create content for all marketing platforms (web, newsletters, adverts...) • Offer marketing support as required to the company’s other sites <p>Events</p> <ul style="list-style-type: none"> • Drive active events and animation activity, linked in to the marketing plan <p>The post holder will be expected to act with a positive attitude and in the best interest of WMC Retail at all times The post holder will be expected to undertake other duties commensurate with the level of responsibility and expertise as may be required by the company from time to time.</p>
	<p>The post is a full-time post, working 40 hours per week, which will include weekends when required.</p> <p>Please send your CV along with a cover letter to enquiries@wmc-retail.com</p>