



## Career Guide - Fast Track Management

### Who are we?

Trading as Home Bargains, TJ Morris Ltd is one of the UK's fastest growing retailers. Selling branded goods at low prices, we aim to offer the best value on the high street.

TJ Morris Ltd has been established for more than 35 years and now has over 250 stores in the UK, employing over 7,000 staff. We have recently been recognised by industry experts as one of the fastest growing UK retailers:

- ▶ 10th fastest growing UK Retailer
- ▶ Fastest growing Value Retailer in the UK over the last 3 Years

We plan to grow to approximately 500 stores by 2018 and employ more than 12,000 staff. To achieve this growth, we will need to add:

- ▶ 400 Store Managers, Assistant Managers, Supervisors and Lead Sales Assistants
- ▶ 30 Relief Managers
- ▶ 40 Area Managers
- ▶ 8 Regional Managers

### Fast Track Management Programme

To support our phenomenal growth we have developed a Fast Track Management training programme to develop our future management. In order to take part in this programme you do not need previous management or retail experience. We are looking for individuals who are bright, keen, flexible, reliable and hard working; individuals who want to maximize their career potential in the shortest possible time.

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## Training

Over a period of, typically, 6-months you will follow a structured training programme. After successfully completing this training programme you should be ready to take up a Management position in a store.

### ▶ Month 1 – Training Store

- Basic training course on store operation and procedures.

### ▶ Month 2 – Store Development Team & New Store Openings

- Training and practical experience in merchandising, space management and laying up of new stores and re-furbishing existing stores.
- Involvement in staff induction and training, front door/first aisle security and fill shift at new stores.

### ▶ Month 3 – Running Fill Shift and Working alongside existing Store Management

- Fast Tracker will be allocated to a store where, under supervision, they will run the Fill Shift and work alongside existing Store Management, assisting in the day-to-day running of the Store.

### ▶ Month 4 – Return to Training Store

- Fast Tracker will return to their Training Store where they will put their knowledge and experience into practice, assisting in the day-to-day running of the Training Store under the supervision of the Training Store Manager.

### ▶ Month 5 – Manage an Existing Store

- Fast Tracker will be given the responsibility of running an existing store under the supervision of the Store/Area Manager.

### ▶ Month 6 – Allocation to Store

- Fast Tracker will be allocated to a store as part of the management team.

## Flexibility

During your training you will work in a number of stores around the Area/UK, so key to your success will be your ability to be flexible and adaptable to your work location. You will be required to stay away from home during your training period. At the end of your training we will endeavour to place you in a store, within a reasonable travel time, to suit your personal circumstances. You will need to be able to drive and have your own car. A car allowance will be provided during your training period/up to the point you go onto the Management grade pay scale.

## Career, not just a job

Opportunities to progress do not stop at Store Manager level. It is company policy to promote from within. So having followed our Fast Track programme, you will be ideally placed to develop your career, based on your ability and enthusiasm to Relief, Area, Regional Manager and beyond.

## Interviews

If you are interested in working for TJ Morris Ltd you should complete a company application form. Only applicants invited for interview will be contacted. If you do not hear from us within four weeks you should assume you will not be invited for interview.

## Equal Opportunity

TJ Morris Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce is truly representative of all sections of society and each employee feels respected and able to give of their best.

