Retail Manager

Job Code 00001551

General Description
Responsible for managing all retail operations.

Example of Duties
Select, hire, train, evaluate, and provide supervision to student retail managers.
Monitor and conduct inventory for each retail unit.
Schedule promotional activities for products.
Maintain relationship with product vendors.
Coordinate ordering and delivery of all retail items.
Assist in developing adequate cash operation procedures.
Review merchandising plans and purchase orders.
Resolve problems that arise.
Develop policies and procedures for all retail units.
Develop budget for retail units.
Provide coverage in retail areas as needed.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Accounting procedures; marketing and merchandising.

Skill in: Managing in a retail environment; effectively directing the work of others and motivating output; interact courteously with often hostile members of the public.

Ability to: Communicate effectively; supervise others; develop budgets; prepare clear and concise letters and instructions; work in a team environment; use PC-based applications.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements