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SUMMARY OF FUNCTIONS

The Retail Manager is responsible for the effective and profitable operation of the retail store. They manage and direct a team of salespersons and ancillary services and personnel (stockers, shipping/receiving, inventory, etc.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises other employees, including the hiring, training, scheduling, promoting, recommending of raises, and firing of staff. Reconciles differences among staff and maintains a level of satisfaction among employees.
- Handles customers' grievances and attempts to restore the customers' goodwill toward the store if there are negative feelings.
- Keep accurate and up-to-date records of store inventory; ensure that new arrivals are recorded, priced and displayed or shelved.
- Makes decisions on advertising, promotions, and which products to put on sale.
- Supervises cash and accounting procedures, verifying expenditures and receipts.
- Monitor and analyze sales, determine storewide trends.
- Keep up-to-date with respect to industry trends (e.g., online merchandising)
- Project sales, determine profitability of goods and services.

ORGANIZATIONAL RELATIONSHIPS

Reports to the Store Owner or Regional/District Manager. Supervises the staff of the store.

PROCEDURES

Procedure ID and Name	Policies & Procedures Manual
N/A	N/A

QUALIFICATIONS

3+ years of retail experience, including a year or more as a department manager, plus a high school diploma or GED is required. A bachelor's degree in a suitable field of study (e.g., retail merchandising & management, business administration) is preferred. Completion of business and economics courses can be beneficial to work performance.

Retail Store Auditing Procedures Manual

JG Myers



Retail Store Auditing Procedures Manual:

Retail Store Auditing Procedures Manual Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Retail Store Auditing Procedures Manual**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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