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# Example of Outlets Manager Job Description

Our company is growing rapidly and is looking for an outlets manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for outlets manager

* Monitors shipment receipts through logistics and review Final Audit reports on all shipments
* Provide feedback in developing the budget, marketing plans and objectives
* Assist Product Development team with daily support and follow up in communicating needed information to cross functional teams and vendors
* Organize and maintain product development files
* Update and maintain product information in Flex PLM daily
* Coordinate daily product approvals for assigned category and communicate comments to cross functional team and vendors
* Maintain and update Flex PLM daily
* Open, distribute and mail packages daily
* Complete daily operational and administrative duties as needed
* Ensure selling staff is fluent in all aspects of product knowledge

## Qualifications for outlets manager

* Ability to work cohesively as part of a team, working well independently
* Preferably 4+ years of experience in fixed assets
* Asset Management (AM) knowledge is a plus
* Retail experience highly desired
* Communicates ideas confidently and clearly
* Strong computer skills to include Microsoft Word, Outlook and Excel, email, and production tracking software, Gerber or PDS