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# Example of Retail Department Manager Job Description

Our growing company is looking to fill the role of retail department manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for retail department manager

* Production areas are maintained to ‘visit ready’ standard at all times
* Maintain Health and Safety practices
* Extensive experience of measuring and influencing KPI performance
* Meet sales goals by working with Regional Manager, corporate office, and retail partners on a consistent basis in order to identify and communicate ideas and opportunities to drive sales for the district
* Achieve sales plan by executing visits to doors as laid out in frequency
* Ensure individual sales goals are set for Shop Managers and manage results to ensure peak performance
* Support the development of Shop Managers strategies to drive sales
* Manage the Gun Counter, Hunting, Archery, Optics, and Fishing departments
* Ensure departments comply with all merchandising guidelines set by company policy
* Carry out merchandising planograms, monitor stock levels, and prepare for advertisements, flyers, seasonal items and/or promotions

## Qualifications for retail department manager

* Associate’s degree or equivalent plus 2 plus years retail management experience
* Outdoor experience (preferred)
* Softline and Hardline experience (preferred)
* Associate's degree or equivalent plus 6 to 8 years of advanced operational retail management experience, to include at least 4 years in a leadership role
* Must be over the age of 21 and eligible to purchase a firearm under ATF Regulations (required)
* Ability to communicate with all levels of employees outside the community