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# Example of Retail Department Manager Job Description

Our innovative and growing company is looking for a retail department manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for retail department manager

* Monitor cashier, vendor and customer activity to discern theft or dishonesty
* Meet sales goals by working with Director of Stores, corporate office, and retail partners on a consistent basis in order to identify and communicate ideas and opportunities to drive sales for the district
* Managing and monitoring all delivery activities of the SAP Retail department and acts as a main contact-, escalation and proactive feedback instance towards business to ensure high quality services and delivery
* Fully accountable for delivering fast and reliable enterprise wide process-, application-, project- and change- services in the SAP Retail Oil and non-Oil area focusing on SAP-MM, SAP-SD, SAP FI, SAP IDOC management and SAP SSR
* Propagate new and innovative atmosphere, technologies and tools and encourage the team members to challenge the status quo as well an existing routines and behaviours by continuously monitoring and analysing current business procedures
* Steering external partners for the functional area of competence, drive innovation and ensure the availability of a professional resource pool & capabilities to fulfil legal and strategic objectives within given budgets
* Lead the planning and aligning of personal development schedules for team members according to the set objectives and defined strategy and their articulated long term career planning, including taking necessary decisions according to the evaluation results and if necessary, advising Head of positions accordingly
* Promote and maintain a strategic and continuous relation with appropriate key stakeholders and manage demands, expectations and satisfaction within SAP Retail services
* Advisory for Vendor & Sourcing Mix leading & supporting tender procedures and supplier negotiations for projects and change initiatives
* Escalation instance for the team members in term of personnel issues, organizational and contractual topics, for business stakeholder in terms of delivery and quality issues and external partners in ability to perform and staffing

## Qualifications for retail department manager

* Motivated to learn and grow – Continuous opportunities to learn and expand your knowledge
* Responsible– Hold yourself, and others, accountable to follow processes and guidelines as outlined (training provided)
* Hardworking – Work in a fast paced environment with the ability to perform work actions including lifting, standing, bending, and reaching
* Effective Communicator – Let strength and personal character shine through in communication to empower those on your team
* Organized– Keep work area neat and sanitary, take pride in providing a clean and welcoming environment for our customers
* Flexible – Ability to change course with, sometimes, minimal notification