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# Example of Retail Supervisor Job Description

Our innovative and growing company is looking to fill the role of retail supervisor. 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 retail supervisor

* Includes auditing for store condition and task completion
* Schedules and manages all client field contacts in territory
* Ensure personnel are prepared
* Drive Commercial Sales to achieve the budgeted SPH targets by ensuring the efficient and effective running of the daily operations of the SLC Retail shop and team
* Monitor the visual appeal of Commercial and Experience points throughout the shop and attraction
* Coach and motivate team members throughout the shop and attraction, driving the highest standards in customer service and maximizing up-sell success and opportunities
* Promote a positive team environment by providing effective communication, feedback and training and by managing performance in an effective, consistent and fair manner
* Lead by example, serving as the “Best in Class” model of an SLC employee and adopting an enthusiastic, positive and passionate approach to all areas of responisbility
* Support the Operations team through training in both the Commercial and Guest Experience operations, in Duty Management
* Assist in the completion of Sales & Profitability reports, reviews, audits, schedules and other documents essential to the department

## Qualifications for retail supervisor

* A minimum of 5 years of experience in retail, preferably with major clothing, toy or other consumer brands
* Prepare and complete full stock inventories, ensuring accurate management and counts
* Remain flexibility as key responsibilities may change per the needs of the business
* We provide a fantastic place to work \* A competitive benefits scheme \* 22 days’ vacation (including 8 national holidays) \* A 401(K) with company match \* A super clothing allowance, 50% off SB all Sweaty Betty merchandise \* Lots of work out classes \* Individual bonuses \* Pet Insurance
* Assist Manager in monthly inventory
* Ensure the delivery of all items called for from guest rooms by confirmation with guests and verify guest room number for room charges