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# Example of Retail Support Job Description

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

## Responsibilities for retail support

* Maintenance of core industry presentations
* Perform various monitoring functions included in the Retail Bank Support team including areas such as promotion monitoring, referral system monitoring, medallion signature guarantee, dormant accounts
* Assist with openings, consolidations, acquisitions, divestitures and other various other departmental projects
* Assist with projects related to new products for implementation in promotions and products related to Deposits
* Customer Issues – quickly and efficiently assist Analyst to solve customer sales issues where product may need to be moved, allocated, or issue resolved with the business teams
* Analyze category from Retail perspective to provide recommendations to the Business Team on SKU assortments
* Assist in managing transition skus to the appropriate inventory levels to minimize At Risk and maximize instock during merch kit periods
* Continuous Improvement – responsible for continuously improving all RST processes, reporting, relationships, communication paths, and in the development of DP peers
* Some mortgage loans require deposit accounts
* Work as a liaison between the Mortgage and Retail Divisions of the Bank to ensure the success of deposit account acquisition and portfolio growth

## Qualifications for retail support

* Accounting knowledge advantageous
* Professional experience in logistics planning and negotiation
* Ability to multitask, change direction frequently, work numerous interruptions and prioritize competing concerns
* Excel, Word and PPT competency
* Ability to present recommendations both orally and in writing
* Flexible working hours, as some responsibilities may be done after normal business hours