Downloaded from <https://www.velvetjobs.com/job-descriptions/retail-training-manager>

# Example of Retail Training Manager Job Description

Our company is growing rapidly and is looking for a retail training manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for retail training manager

* Proficiency in MS Office including Powerpoint, Excel and Chinese Word Processing
* Creative mindset with forward thinking mode
* Excellent facilitation, presentation skills and
* Action-oriented, energetic and participative in teamwork
* Flexibility to work extra hours on weekends for staff activities
* 40% travel within the SEA region
* Deliver regular classroom trainings, orientation program, P.R.I.D.E., and other training programs
* Design and develop glossaries, online tools, practice tests, performance support aids, SOPs, online tutorials
* Management of all absence Long Term Sick, Parental leave and Flexible working requests
* Requires the supervision of 1 - 10 full-time employees and 0 part-time employees

## Qualifications for retail training manager

* Partner with Country Training Managers, Store Managers and Regional Directors to drive the performance metrics and KPI’s
* Minimum of 6 - 8 years' retail training experience, and proven track record of designing training programs
* Knowledge and preparation on matters like customer service, selling skills, cultural diversity
* Intermediate to advanced MS Office program skills (e.g., PowerPoint, Word, Excel)
* Must be able to prioritize in complex, fast-paced environment
* BA or BS degree in a relevant field such as instructional technology, educational technology, organizational development, is desirable