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# Example of Retail Training Manager Job Description

Our company is looking for a retail training manager. 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 training manager

* Consult with regional and dealer management to monitor and understand ongoing performance opportunities and provide intelligence back to Instructional Design
* Monitor Training trends throughout industry to improve MBUSA performance on annual basis
* Manage coordination of MBUSA Learning & Performance strategies and initiatives
* Ensure adequate staffing and training of new and existing personnel
* Ensure compliance and proper administration of all personnel policy and procedures, , Salary Administration, E.E.O., Performance Management, in support of the General Manager, L&P
* Effectively support training and development of retail coverage merchandisers for all channels
* Effectively support training and development of retail managers for all channels
* Effectively evaluates retail information to identify areas of opportunity
* Effectively evaluates productivity from training
* Collaborates with retail and peers to build training materials

## Qualifications for retail training manager

* Background of accountability for meeting targets and metrics in a performance-driven environment
* At least 2 years’ experience as a Retail Manager with a total of 5 years’ experience in a high volume retail operation
* Previous experience on teller computer equipment and software is preferred
* Must possess strong skills in Word, Excel, Visio and PowerPoint
* Proficient in virtual design and delivery software (e.g., WebEx, Live Meeting, Go To Meeting, Spark)
* Excellent people skills with a strong desire and ability to work independently part of a team