



Example of Factory Store Job Description

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Our growing company is looking to fill the role of factory store. 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 factory store

- Report information to Architecture + Design and Construction
- Architectural/Interior Design Degree and 8-10 years experience
- Must have knowledge of technical equipment necessary to do space plans and generate/revise working drawings
- Proficiency in AutoCAD XP, Word, Excel, Microsoft Project, and internet
- Analytical skills, attention to detail, ability to manage multiple projects within varying stages
- Responsible for the recruitment, supervision, and development of staff
- Assist customers (retailers, wholesalers, individuals) with their orders and inquiries
- Assist with in store customers
- Cover and assist shipping tasks needed
- Coordinate donations and solicitations for outside organizations

Qualifications for factory store

- Experience working with retail math, financial planning and assortment planning skills with knowledge of automated planning systems including open-to-ship, distribution and reporting is essential
- Strong MS Office skills (PCs, Excel, Word, and PowerPoint), Access and Tableau experience is a plus
- A Bachelor's Degree and 3 years of retail experience, or 4 years retail

- Experience in coaching and counseling employees • Ability to communicate in English • Ability to work weekends, evenings, and holidays as needed
- Minimum of four years retail management experience as an Assistant Manager or above in a complex, high-volume, high-profile or multi-unit specialty retailer environment
 - Ability to work a flexible schedule to meet the needs of the business, which will require evening, weekend and overnight shifts
 - 3-5 years of Retail Management experience with at least 3 years in a high volume and/or multi-unit environment