

Example of Retail Director Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of retail director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for retail director

- Point of escalation for vendors and internal business stakeholders for issues and dispute management, contract change management/compliance, relationship and partnership issues
- Partner cross functionally throughout the organization to evaluate cost and/or efficiency opportunities while creating and implementing procurement policies
- Manage supplier relationships, track supplier performance, and communicate performance feedback to suppliers
- Responsible for ensuring a high standard of service across Retail Systems including Point of Sale, Traffic Counting, Reporting, Merchandise Planning and Retail ERP
- Responsible for all New Store Application development and integrations including traditional and mobile Point of Sale Systems
- Responsible all Systems certification, testing and quality prior to deployment
- Establish, maintain and report on service level agreements with business owners
- Establish, maintain and report on service level agreements with third-party vendors
- Responsible for the full asset lifecycle management including store hardware evaluation, procurement, maintenance, inventory management and removing as part of end of life procedures
- Responsible for the successful deployment of technology for all new stores, relocations, remodels and special needs such as holiday process

Qualifications for retail director

- Bend, lift, open, and move product up to 50 pounds
- Strong writing skills - with the ability to write concisely
- 8+ years' experience in retail project management/vendor management
- Experience developing and delivering presentations to various audience levels, including the executive level within an organization
- Experience collaborating with internal resources to develop strategies to meet department goals within budget
- Availability to travel up to 20% of the time with an emphasis on local market travel