



# Example of Retail Director Job Description

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Our company is growing rapidly and is looking to fill the role of retail director. 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 director

- Provide leadership in the execution of store openings, store relocations, remodels and if necessary, store closures, to reinforce and support enterprise profitability
- Build and foster a positive, engaging selling culture of high performers
- Deliver timely communication through regular management and team meetings
- For channel expansion, lead projects to design new retail showrooms, identify and select prime retail locations, and address all facets of branding within the retail channel' partnering with the head of Corporate Retail and HSNI executive leadership
- Build a series of calendared events that enhance the product assortment and deliver a unique and compelling shopping experience
- Establish and maintain policies and procedures to maximize store efficiencies while ensuring proper internal controls
- Identify, champion, and act as Project Sponsor in partnership with HSNI's Centers of Excellence for initiatives to improve operations, systems and customer experience
- Implementing and driving agreed Global retail processes and guidelines for field and RBO operations
- Support periodic Forecasting, Budgeting and long term Strategic Plan including OTB establishment and Inventory levels
- Ensure that effective process is in place to support new initiatives in Retail

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- High understanding of hard lines product, including construction, quality and use
  - Proven ability to ensure high customer satisfaction, drive aggressive sales growth and manage store profitability
  - Strong experience at establishing and enforcing store policies and procedures
  - High energy with ability to travel frequently (30-50%)
  - Proven ability to develop promotional and marketing programs for retail stores
  - Motivated with high integrity and strong work ethic