



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

- Create and evaluate policies and procedures manuals on an ongoing basis
- Oversee regular inventory counts
- Collaborate with IT and Finance to establish and implement protocols for camera placement, alarm system activations and deactivations, and cash pick-up
- Work with Visual and Merchandising teams to assist in floor set execution
- Serves as an internal and external escalation point for service delivery issues
- Oversee the work and professional development of Allocation team
- Develop extensive knowledge of store, district, and regional level performance through data analysis and use expertise to work with cross functional partners to support business growth
- Manage inventory levels to support overall sales and inventory plans
- Partner and effectively build relationships within Retail Buying, Corporate Merchandising, Visual Merchandising and Marketing, to effectively discuss issues and capitalize on opportunities cross functionally
- Work with a cross-functional team to support initial inventory levels for new store openings

Qualifications for retail director

- Represents TCCC at relevant industry events, stewarding leadership and advancing most valued supplier status

- Visit stores and market on regular basis in order to understand customers and stores product needs
- BA or BS degree required, preferably in an area focused on quantitative analysis
- Minimum 8-10 years of experience in a Retail Allocation or Store Planning role is required, preferably with a fashion or luxury brand
- Experience managing a team in a corporate environment is required