Position Title: Retail Manager

Department: Sales – Metal Central

Location:

Reports To: GM of Sales

FLSA Status: Exempt

# JOB SUMMARY: Results-driven professional who leads the sales activities of their store, performing the following duties personally and/or through their direct reports. Understands the market, customers, competitors, products, and services within the store’s scope and translates that knowledge into strategy and plans to ensure profitable growth. Ensures compliance of store and company policies.

# JOB DUTIES AND ESSENTIAL FUNCTIONS:

* Develops and executes strategic growth business plan for store to support site’s growth plans.
* Directs sales forecasts and sets performance goals.
* Provides updates to site leadership on past, current, and future performance of location.
* Ensures store compliance with company Standard Operation Procedures.
* Controls store expenses.
* Justifies and hires retail sales positions.
* Prepares financial budgets for store, positioning the store for growth each year.
* Manages daily expectations for each team member to create a high-functioning team.
* Reviews market analyses determining customer needs, pricing, and discount rates.
* Responsible for staffing, training, and conducting performance evaluations to develop retail sales positions.
* Assists other departments’ employee’s and customer’s sales and advertising techniques.
* Evaluates store’s product offering to identify new products and eliminate unprofitable items from sales line.
* Delivers sales presentations to key clients in coordination with Retail Sales positions.
* Coordinates liaison between store and other departments.
* Monitors and evaluates the activities and products of the competition.

# MINIMUM QUALIFICATIONS:

* Bachelor’s degree and five years of retail management experience or equivalent combination.
* Proficient in Microsoft Office. Analytic experience with Excel.
* Excellent oral and written communication skills are required.
* Able to lift up to 75 pounds.
* Consistently exhibits and displays the company’s values of “Own It. Can Do. Act in Love.”
	+ Own It – Commitment to customer, the company, and each other
	+ Can Do – Pursuing continuous improvement
	+ Act in Love – Treating others with humility, respectfulness, kindness, honesty, patience, and self-control
* This is a safety sensitive position.

# SUPERVISORY RESPONSIBILITIES:

* Responsible for the overall direction, coordination, and evaluation of the sales team.
* Carries out leadership and supervisory responsibilities in accordance with the company’s policies and applicable laws.
* Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and providing solutions to problems.