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HIRING



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Are you the one?

Retail Manager

The ideal Retail Manager is a fast-moving and dynamic individual and is able to stay on top of everything that's going on. The successful retail manager is organized, a good planner, a strong troubleshooter and multitasker.



Retail Manager

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Experience Related Salary

Job Checklist.

Retail Manager responsibilities

FUNCTIONS PERFORMED BY RETAIL MANAGER INCLUDING BUT NOT LIMITED TO:

- ☐ Research, plan, action, maintain and follow up with Vendors on a weekly basis.
- ☐ Understand campaign distribution, requirements and execution plans.
- ☐ Plan, distribute, manage and maintain print & media content.
- ☐ Maintain and keep log of Vendor communication on a daily basis
- ☐ Create and manage scheduled appointments to assess store with campaign implementation and management reports
- ☐ Enhance campaign reach amongst various vendor distributors.
- ☐ Organize and structure communication plans
- ☐ Provide leadership and support to internal design team and sales representatives.
- ☐ Make strategic communicational and marketing decisions related to business and client requirements.
- ☐ Collaborate with other team members and stakeholders.
- ☐ Quality & consistency assurance, reporting and control.



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Requirements:

- ☐ *A Diploma or degree in Marketing, Business Administration or related qualification.*
- ☐ *2+ years of work experience as a vendor/sales/retail account management.*
- ☐ *Valid Driver's License*

I, _____ hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false or any information or particulars have been suppressed or omitted there from, I am liable to be disqualified/dismissed and my admission may be cancelled.

I have read and understood the contents of the Job Description. I hereby commit to the role, responsibilities and requirements of a Retail Manager.