

# Retail Management

## RETAIL PROGRAM SUPERVISOR



### JOB DESCRIPTION

The Trading Post retail manager oversees sales, product distribution, customer service, staff, and inventory of the camp store on a daily basis. You work directly with a full-time staff member who guides you in the process and provides inventory information.

### REQUIREMENTS

The following are preferred or required:

- Must have a passion for representing Christ in the industry
- Retail experience preferred
- Have an interest in retail, sales, product marketing, supply chain management, finance, or any other related field
- Enjoy customer service
- Strong attention to detail

### RESPONSIBILITIES

- Manage, encourage and motivate Trading Post staff
- Schedule Trading Post staff alongside full-time staff member
- Open, close, and restock store on time
- Manage registers and cash
- Communicate professionally with customers during their shopping experience
- Exude characteristics of a team player; shows initiative in both individual and communal tasks
- Lead by example, works side-by-side with other staff
- Represent Christ through engagement with customers as well as other staff members
- Maintain atmosphere that values and displays strong customer service