

# Retail Store Supervisor Job Description

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- Manage retail staff, among which includes people working on the floor, and the cashiers
- Meet financial goals by analyzing variances; initiating corrective actions in preparing an annual budget; formulating pricing policies and scheduling expenditures
- Make sure pricing is correct
- Work on store displays
- Attend trade shows in order to identify new services and products
- Recruit, Coach, counsel, discipline and train employees
- Evaluate self-on-the-job performance, as well as other staff
- Identify market trends that appeal to customers
- Ensure products are clean and ready to be displayed
- Approve contracts with store vendors
- Maintain inventory and ensure items are in stock
- Analyze financial statements in order to enhance profit making opportunities
- Ensure promotions are accurate and in tune with company's standards
- Utilize computers to record sales figures, for data analysis and forward planning
- Make sure that health and safety measures are met
- Monitor local competitors
- Ensure that hours of operation are in compliance with local laws
- Maintain health and safety measures and store's cleanliness
- Organize and distribute staff schedules
- Preside over staff meetings
- Help, drive, motivate, and encourage retail sales staff to achieve sales targets
- Handle customer complaints, issues and questions.