



JOB DESCRIPTION FOR RETAIL SALES & MARKETING COMPANIES

JOB TITLE: RETAIL ADMINISTRATOR

SUMMARY

Handle all retail administrative duties as assigned. Assist in provision of telephone and front office reception on an as needed basis.

DEPARTMENT: Administration

REPORTS TO: Director of Retail Operations (Dotted line responsibility to office manager)

FLSA STATUS: Non-Exempt

SALARY RANGE: (optional)

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Complete all pricing reports
- Prepare and distribute Retail Bulletin
- Serve as liaison to retail personnel as needed
- Assist Director of Retail Operations with monthly retail meeting
- Responsible for verifying, tracing and faxing hourly retail time sheets to Corporate Human Resources Department
- Open, post and distribute incoming mail, and prepare outgoing mail as needed (dependent on branch location)
- Handle all incoming phone calls for branch as required
- Handle any other Retail Department tasks as requested
- Perform related duties and special projects as requested or as the need is perceived.

PRIMARY WORKING RELATIONSHIPS:

- Accountable to Director of Retail Operations. (Dotted line responsibility to Office Manager)
- Cooperates with all branch personnel in carrying out the day-to-day office functions
- Follows proper protocol and procedures with customers and principals as required
- Adheres to company policies as stated in the policy manual

SUPERVISORY RESPONSIBILITIES: None

PERFORMANCE AND/OR EDUCATION PREREQUISITES:

- High school diploma or equivalent and proficient in use of Microsoft Windows, Word, and EXCEL. Must type or keyboard at least 40 wpm.
- Demonstrate telephone skills and interpersonal skills preferably from successful job experience.
- Demonstrate problem-solving and decision making skills from past successful job experience,
- Demonstrate the ability to be a team worker/member.
- Appearance must be neat and business-like.

- Demonstrate the ability to work independently without supervision.
- Demonstrate the ability to deal effectively with a variety of tasks, exercising good judgment and tact

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk and climb or balance.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORKING CONDITIONS:

The work is typically performed in an office environment; moderate noise

Hazards: only those present in a normal office setting.

Please acknowledge that you are able to perform the functions of this position as indicated.

If you can perform the job functions with an accommodation, please describe how you would perform the function(s) and what accommodation(s) would be necessary:

Employee Acknowledgment

Date