

Job of The Week

Retail Manager

the CHRISTMAS SHOP

Key Skills

- Customer service skills
- The ability to work well with others
- Leadership skills
- The ability to sell products and services
- Business management skills
- Patience and the ability to remain calm in stressful situations
- Excellent verbal communication skills
- The ability to monitor your own performance and that of your colleagues
- To be able to use a computer and the main software packages competently

Salary

£25,000 – £60,000

Working hours

40 - 42 per week
Evenings/weekends/bank
holidays
Away from home

Aspire | Challenge | Achieve

Retail Manager

Apprenticeship

You could apply to do an apprenticeship.

Relevant apprenticeships include:

- Team Leader Level 3 Advanced Apprenticeship
- Retail Manager Level 4 Higher Apprenticeship
- Retail Leadership Level 6 Degree Apprenticeship

Entry requirements

You'll usually need:

- 5 GCSEs at grades 9 to 4 (A* to C), or equivalent, including English and maths, for an advanced apprenticeship
- 4 or 5 GCSEs at grades 9 to 4 (A* to C) and A levels, or equivalent, for a higher or degree apprenticeship

Work

You may be able to start as a retail sales assistant and work your way up through promotion to supervisor or department manager..

College

You could do a college course, which would teach you some of the skills and knowledge you need in this job. Relevant subjects include:

- Management
- Retail management
- Management skills and knowledge

Entry requirements

Entry requirements for these courses vary.

University

You could do a degree before applying to join an organisation's management training scheme. Most subjects are accepted but you may have an advantage if you study:

- Retail management
- Retail marketing
- Business management

It's useful to get some experience in retail during your studies. You can do this through part-time retail jobs, internships and year placement schemes.

Your university careers service can help you find suitable opportunities.

Entry requirements

You'll usually need:

- 2 to 3 A levels, or equivalent, for a degree



Career Path and Progression

With experience you could:

- Progress into area or regional management
- Move into more specialist areas, like customer service, training and operations management
- Use your management skills to work in another industry

Day to Day tasks

- Keeping track of stock & ordering
- Oversee recruitment and training of staff
- Manage and motivate teams to increase sales
- Organise sales promotions and in-store events
- Deal with queries, complaints and feedback from customers
- Analyse sales figures and forecast future sales
- Control budgets and provide reports to senior company executives
- Put security measures in place to protect against fraud and theft

Working conditions

You could work at a store or in an office

Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.

Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.

Buyers and procurement officers

| | |
|-------------|----------------|
| Weekly Pay | Annual Pay |
| £770 | £40,040 |
| Hours/Week | Hourly Pay |
| 39h | £20 |

Workforce Change (projected)

Growth
4.6%

The workforce is projected to grow by 4.6% over the period to 2035, creating 3,800 jobs.

You might find this job in

- Retail trade
- Wholesale trade
- Services to buildings
- Land transport, etc
- Head offices, etc

[More info](#)

[Clear card](#)

Sales and retail assistants

| | |
|-------------|----------------|
| Weekly Pay | Annual Pay |
| £440 | £22,880 |
| Hours/Week | Hourly Pay |
| 39h | £11 |

Workforce Change (projected)

Contraction
-4.9%

The workforce is projected to contract by -4.9% over the period to 2035, losing 59,600 jobs.

You might find this job in

- Retail trade
- Food & beverage services
- Wholesale trade
- Sale of motor vehicles
- Sport & recreation

[More info](#)

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Sales accounts and business development managers

| | |
|-------------|----------------|
| Weekly Pay | Annual Pay |
| £940 | £48,880 |
| Hours/Week | Hourly Pay |
| 39h | £24 |

Workforce Change (projected)

Growth
4.6%

The workforce is projected to grow by 4.6% over the period to 2035, creating 12,500 jobs.

You might find this job in

- Wholesale trade
- Retail trade
- Food & beverage services
- Head offices, etc
- Computer programming, etc

[More info](#)

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Labour Market Information



Buyers and procurement officers

Buyers and procurement officers organise and undertake the buying of raw materials, equipment and merchandise from manufacturers, importers, wholesalers and other sources for distribution, resale or for own internal use.

Common tasks in this job:

- attends trade fairs, shows and demonstrations to research new product lines and suppliers, checks catalogues
- keeps up with market trends and chooses products/services
- assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought
- assesses bids from suppliers, finds suppliers and negotiates prices

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Sales and retail assistants

Sales and retail assistants demonstrate and sell a variety of goods and services in shops, stores, showrooms and similar establishments.

Common tasks in this job:

- discusses customer requirements, including type and price range of goods/services desired
- advises customer on selection, purchase, use and care of merchandise and quotes prices, discounts and delivery times
- advises customer making major purchase on credit terms and arranges finance as appropriate
- receives full or partial payment, checks validity of form of payment, writes or prints bill, receipt or docket and packages merchandise for customer

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Sales accounts and business development managers

Sales accounts and business development managers plan, organise and undertake market research to meet the requirements of an organisation's marketing and sales policies.

Common tasks in this job:

- liaises with other senior staff to determine the range of goods or services to be sold, contributes to the development of sales strategies and setting of sales targets
- discusses employer's or client's requirements, carries out surveys and analyses customers' reactions to product, packaging, price, etc.
- compiles and analyses sales figures, prepares proposals for marketing campaigns and promotional activities and undertakes market research
- handles customer accounts

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Keep looking...

Use these links to learn more about our job of the week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry

Take a look at these short videos for inspiration...



[Retail Careers at Boots UK](#)



[Emily's Retail Management Placement at Aldi | Leadership, Growth & Real Experience](#)



[Meet Suki - Assistant store manager at bp Retail](#)



[Retail Management at Currys | Hannah's Story](#)

Useful Websites

[How to become a store manager in 10 steps \(with definition\) | Indeed.com UKs](#)

[Retail manager / Skills England](#)
[Become a Coach | The Pony Club UK](#)

[How to be a successful retail manager | LSBE Blog](#)