



Role Description

Retail Coordinator

Role Overall	To build and coordinate our retail outlets in order to generate revenue.	
Impact	Carpet sales ensure the financial sustainability of our entire project! Sales provide the required funds to empower families in Cambodia to develop entrepreneurial skills and to keep their children in school. Increased sales allow us to involve more families in our project.	
Main Responsibilities	<ul style="list-style-type: none"> • Expand to new retail and wholesale markets • Manage and maintain current retail and wholesale stockists (please note, access to car will be required) • Oversee invoicing to stockists • Maintain communication between the organisation and the retail and wholesale stockists • Provide resources for retail and wholesale stockists to ensure the best sales results • Report on retail performance 	
Time Required	5 hours per week	
Term	12 months	
Responsible to	Chapter President	
Results	Measures of Success: <ul style="list-style-type: none"> • Number of retailers • Total sales from retailers • Percentage growth in carpet sales revenue 	
Expectations	<ul style="list-style-type: none"> • Attend state and national conferences • Australian driver's license and access to car 	
Competencies	Portfolio competencies: <ul style="list-style-type: none"> • Ability to work autonomously and seek new retail opportunities • Professionalism 	Leadership competencies: <ul style="list-style-type: none"> • Time management • Organisation skills