



Retail Coordinator

Role Summary

To source new sales avenues within a Carpets for Communities chapter.

Impact

By expanding Carpets for Communities' sales base, Retail Coordinators ensure financial stability and growth, allowing Carpets for Communities to expand their work in Cambodia and introduce more families into our project; more mothers are empowered to break the cycle of poverty, more children previously at risk of child labour or trafficking are returned to school, and more families can be provided with hope for the future.

Main Responsibilities

- 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:

- Number of retailers
- Total sales from retailers
- Percentage growth in carpet sales revenue

Other expectations

- Attend state and national conferences
- Australian driver's license and access to car

Competencies

The following competencies would be advantageous to the role:

- Ability to work autonomously and use initiative to seek new retail opportunities
- Superior interpersonal and communication skills
- Professionalism
- Time management
- Organisation skills