

Many young people are reluctant to apply for junior sales positions as they believe these jobs are boring and repetitive. Even a position at your local supermarket involved various tasks throughout the day not just working the checkout. What many fail to see and understand is that this is an entry point position which can lead to a successful and fulfilling career.

Below, for your information I have outlined the general career paths that are available within the Retail Industry commencing from 4 entry point positions – Cashier; Customer Service Staff; Sales Person and General Warehouse Staff. Please note that an employee may cross between paths depending on personal interest and goals throughout their career journey. Here at Trainthem, we are focused on providing a Career not just a job.

Industry professionals often speak of the hidden job market, as most companies prefer to hire from within or from trusted sources such as Trainthem to fill many of their more desirable vacancies.

Retail is now the second largest employer of staff in Australia and our company policy is always to place our successful trainees within forty minutes of their home. This alleviates the costs involved with relocating for work, a problem faced with some industries.

## Career Path 1.

**Entry Point Position- Cashier** – Finalise transactions and take payments may organise delivery or pick up of goods.

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**Administration Staff** – Generate purchase orders, answer phone enquiries, liaise with warehouse staff, and follow through on customer orders. Attend to filing and archiving of completed orders.

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**Payroll Staff** - Compile and complete entries for hours worked and commissions finalise rosters on behalf of the manager. Keep accurate records of sick leave, and other leave entitlements.

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**Sectional Administration Manager or 2.I.C.** (second in charge) - Check work of admin staff and escalate to the required department and Store Admin Manager.

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**Store Administration Manager** - Oversea all work completed by junior staff and forward completed tasks to Head Office.

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**Head Office Management Staff including Payroll** - Head office payroll is always systemised and all legal requirements of record keeping and tax duties are completed at this level including GST components.

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**HR (Human Resources) Assistant** - General duties concerning recruitment and staff management.

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**HR Managers** - Liaise with Store Managers and General Management Staff and make sure the job ad are placed that award or salary and conditions are well understood by the Manager who is responsible for employing or organise Interviews and placements yourself.

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**E.A. (Executive Assistant) to General Manager and Managing Director** - All Executive Assistant positions entail the total clerical management of your employer's calendars, travel organisations, minutes of meetings and other high level administration roles.

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**E.A. to C.F.O.** (Chief Financial Officer)

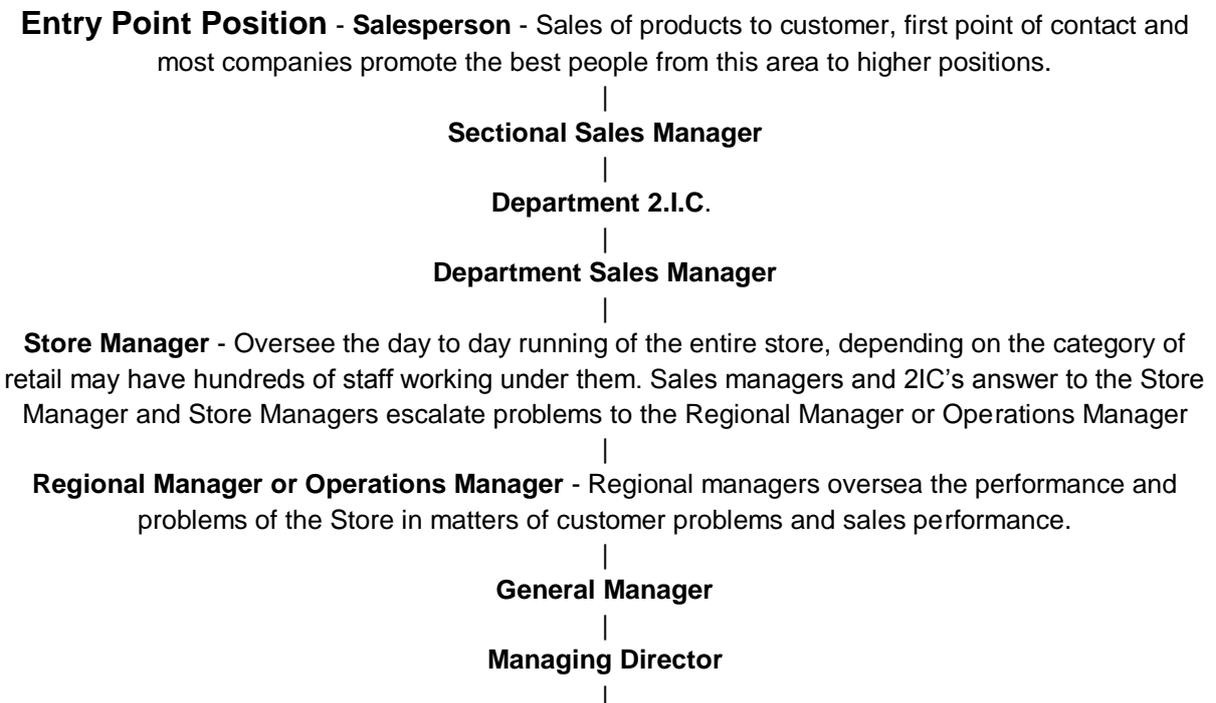
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**E.A. to C.E.O.** (Chief Executive Officer)

## Career Path 2.



## Career Path 3.



**C.E.O (Chief Executive Officer)**

## **Career Path 4.**

**Entry Point Position - General Warehouse Staff** - Picking and packing of customer orders and loading and unloading of trucks, operation of forklifts and the putting away of stock and cleaning of the warehouse area. Also updating of inventory levels on computer and scanning in and out of barcodes. This is to keep accurate records of stock and location of goods.

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**Warehouse Sectional 2.I.C.**

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**Warehouse Manager** - Oversea day to day running of the warehouse, including rosters, making sure all staff have completed their tasks correctly and the stock levels are maintained and accurate.

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**Logistics Manager** - Overseeing all areas of transportation and importation of customer orders and inbound stock.

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**Operations Manager** - Similar to Regional Manager but with focus on goods and customer orders as well as general customer issues which may include sight inspection of faulty goods before they are returned to suppliers for credit.

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**General Manager in Charge of Logistics**

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**Managing Director in Charge of Logistics**