

Six Steps to Writing a Great SOP for Retail

Jun 12, 2017



Standard Operating Procedures or SOPs in business management have become an indispensable tool for management of a company or a retail enterprise to smoothly execute its various processes including the retail function.

A retail function comprises of several critical processes and operations. Retail SOPs provide a step-by-step instructional guide to help employees engaged in retail function to execute their routine duties effectively and efficiently. The design of retail sales SOP involves a systematic study and documentation of the various processes, operations and activities involved in a retail function. A systematic approach towards writing retail sales SOPs is covered here.

1. Identification of Retail Processes

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most common and important processes in a retail function are inventory management, merchandising, staff and vendor management, facilities

Writing To The Point Six Basic Steps

Wolfgang Guggemos



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