

Post Code: WJR-OR-0725
Position Title: Officer Retail
Location: Lahore, Pakistan
Position Type: Full-time | In-Office

Position Overview:

The **Officer – Retail** will be responsible for overseeing retail sales operations, managing stock and displays, supporting women entrepreneurs involved in our product lines, and assisting in promotional campaigns to boost retail performance.

Key Responsibilities:

- Manage day-to-day operations of WEG’s retail outlets and stalls.
- Maintain inventory records and ensure proper stock rotation.
- Support coordination with vendors, suppliers, and women-led product units.
- Ensure excellent customer service and sales support.
- Assist in visual merchandising and branding of products.
- Provide input on retail strategies, pricing, and promotional campaigns.
- Prepare sales reports and stock summaries regularly.

Requirements:

- Bachelor’s degree in Business, Marketing, Retail Management, or related field.
- 1-2 years of experience in retail, sales, or merchandising (NGO sector experience is a plus).
- Strong communication and interpersonal skills.
- Attention to detail and a customer-centric mindset.
- Willingness to travel for events, exhibitions, and community markets.
- Passion for women’s economic empowerment and social change.

What We Offer:

- A vibrant and purposeful work environment.
- Opportunities to engage in social impact retail.
- Competitive salary package.
- Growth in a cause-driven organization.

How to Apply:

Please send your CV and a short cover letter with **Post Code: WR-OR-0725** in the subject line to:

✉ **hr@whiteribbon.org.pk**

Only shortlisted candidates will be contacted for interviews.