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# Example of Junior Coordinator Job Description

Our company is searching for experienced candidates for the position of junior coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for junior coordinator

* Work closely with Studio and Upload Coordinators to ensure a smooth upload process and seamless product workflow
* Supporting Product Library Manager to maintain a 1% stock loss and damages within department
* Manage upper-level management calendars and schedules
* Take notes in IT management and committee meetings
* Double check all orders have the required information for proper order fulfillment and campaign success
* Ensure all online ads are being managed and completed to meet deadlines in line with client expectations
* Work with Appnexus to load all digital ad campaigns and Second Street to build and send database email sends when necessary
* Assist the Manager of Field Operations with posting daily cash to billed order accounts
* Verifying Account Executive paperwork
* Continuity with Visual Production

## Qualifications for junior coordinator

* Excellent work ethos and good time management skills
* Candidates with prior working exposure to retail operations/retail coordinating with a luxury retail environment
* Candidates who have knowledge and experience towards retail operations and is keen to experience a role that requires a complex interface communication role can be considered
* Candidates with some exposure towards multi fashion brands is ideal
* Experience in the fashion industry is a strong plus
* Degree educated or relevant experience gained in the Retail industry with e-commerce preferred but not essential