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# Example of Retail Coordinator Job Description

Our innovative and growing company is hiring for a retail coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for retail coordinator

* Coordinate and maintain key partner’s access and information for the retail stores mystery shop program, Shoppertrak customer tracking portal
* Preparing and executing invoicing for all retail initiatives
* Deliver on program visits and time in-store expectations in assigned territory
* Maintain retail merchandising excellence by guaranteeing all styles are on display, merchandised by guidelines, and accompanied by current branding or signage POP
* Check and chase late deliveries and minuses generated daily and follow up unsolved issues until resolved or corrected
* To oversee and conduct stock management and basic point of sale (tablet) training for retail staff
* Dispatch outgoing retail orders in line with company’s processes including documents required for shipping
* Reconcile and maintain the accuracy of stock, and investigate any discrepancies
* Provide day-to-day sales support to Account Managers
* Prepare engaging and informative presentations for internal and partner meetings quarterly business reviews

## Qualifications for retail coordinator

* Excellent communications skills good analytical and problem solving skills in retail business control
* Experience and experience in Retail Operations by working with Warehouse, Trade and Transport and Finance departments
* Experience and/or interest in Retail Operations
* Bachelor’s Degree with at least 2+ years’ experience working in the retail industry
* 1-2 years previous experience as a project coordinator
* Previous experience in a retail setting preferred