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# Example of Retail Coordinator Job Description

Our company is searching for experienced candidates for the position of 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

* Ensuring all locations are properly setup and existing accounts are accurately maintained with up-to-date information
* Partner with Head Offices to gather and streamline all store communication
* Produce and distribute Americas Retail Weekly Update and any ad-hoc communication requests
* Refine format and forum for all store communication for maximum efficiency and timeliness
* Serve as contact for stores in gathering and collecting data or survey
* Update and maintain Americas Store Retail Calendar
* Maintain retail merchandising excellence by guaranteeing all styles are on display, merchandised by guidelines and accompanied by current branding or POP signage
* Provides product knowledge, pricing and availability for retail customers
* Confirms prices for retail customers
* Manages customer expectations and resolves problems as needed

## Qualifications for retail coordinator

* Administrative or project management experience preferred
* Must be a strong team player with the proven ability to work cross functionally in order to achieve objectives
* Strong project planning and project management skills, with proven experience in meeting critical deadlines
* Experience in building out and tracking official project plans, including project schedules and budgets
* Proven ability to make quick decisions and prioritize in a fast paced environment, providing recommendations to management as required
* Knowledge of the construction process is considered an asset