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# Example of Retail Coordinator Job Description

Our company is searching for experienced candidates for the position of retail coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for retail coordinator

* Maintains vendor portals
* Corrects EDI rejections
* Manages and meets customer shipping requirements
* Creates work instructions for each account
* Eliminate fines and charge backs of retail accounts
* Helps promote new product launches
* Tracks and implements customer specific promotions
* Communicates any current shipping information on delinquent orders with customers
* Contacts stores regarding order discrepancies, inaccurate information, holds
* Maintains CHUB inventory, and item set-up

## Qualifications for retail coordinator

* Bachelor Degree with 5 years experience in Retail Operations is preferred
* Ability to create reports and other documents
* Experience in the retail field is considered an asset
* 2 years of experience in the project management
* The marketing coordinator role contributes to deliverables to key business stakeholders
* Working knowledge of the apparel, fitness sports industry is an asset