



Example of Field Coordinator Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of field 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 field coordinator

- Prepare and coordinate delivery of initiatives including communications to end users
- Work with sites/examiners to resolve any issues related to test protocols
- Research and respond to inquiries from internal/external customers
- Must provide a summary of ROI of each event to their manager to assess the value of investment moving forward
- Be responsible for recruiting, training and managing Brand Ambassadors and sales staff in the Wholesale shops-in-shops
- Responsible for collecting and monitoring Weekly Sales performance and feedback
- Participate in selling campaigns, by influencing buyers with information from the field
- Manage travel schedule based on business needs and store priorities
- Working closely with the wholesale sales team to develop business and drive in-store sells
- Key user of database and portals

Qualifications for field coordinator

- Run and check sampling reports
- Some travel and overnight stay may be required
- Operate as a member of the Field Development Group's recruiting team

- Recruit, build and manage relationship with shoppers