



Example of Retail Operations Coordinator Job Description

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Our innovative and growing company is looking to fill the role of retail operations coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for retail operations coordinator

- Coordinate order tracking and order management provide issue resolution between stores
- MANAGING, monitoring and reporting onstore costs consumables, stationary, drinks and utilities
- Prepares reports for retail management for Store Standards Reviews, physical inventories, customer shops and Satisfaction
- Acts as primary resource for retail operations support, in areas involving policies and procedures
- Together with the Director of Operations work on customer experience process improvements such as helping to administer labor management tool and customer experience measurement tool
- Able to work on multiple projects simultaneously and able to manage dynamic portfolio of projects as assigned working together with key stakeholders within the operations team and cross-functionally
- Act as single point of communication between corporate office and store management
- Remain in CC on all communication back to various departments to improve knowledge, disseminate deemed necessary information to stores, and ensure timely response from corporate office to stores
- Develop operations calendar for stores to properly plan for upcoming projects and events
- Attendance on calls, conferences and other meetings with store managers

Qualifications for retail operations coordinator

- Good computer literacy MS Office & Outlook
- 1-3 years relevant Administrative / Bookkeeping/ Payroll work experience
- Ability to work remotely from home office
- Required Bachelor's degree in Business Administration, Marketing or Sports
- Knowledge of purchasing, inventorying, promoting, displaying and selling sports
- Review all submissions to store drop folder (brinks logs, repair logs)