



Example of Retail Operations Coordinator Job Description

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Our company is growing rapidly and is hiring for a retail operations coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for retail operations coordinator

- Write, manage and collate all the necessary information for both DP and Burton weekly Store Newsletters and all other regular and ad hoc communications
- Proof read all documents / communications to stores
- Liaise with other head office functions and concessionaire partners to ensure accurate and timely flow of information to stores
- Create store briefs for any new trials, events etc
- Manage loading of information to the store Intranet system The Word
- Answer all Retail Operations calls and deal with any queries as appropriate
- Maintain key documents Store type List / Communication Directory / Opening & Closing notices / Promotional Activity Calendars etc
- Coordinate store incentive / recognition programmes
- Liaise with external businesses hosts HoF, BHS, Debenhams regarding participation in host store promotional events
- Work with stationery supplier to ensure constant supply of store consumables

Qualifications for retail operations coordinator

- Experience in Finance, Accounting or relevant field
- Relevant working experience in statistical/Retail Operations function with CRM experience preferred
- Proactive, self starter with strong numeric and analytical skills

- Ad-hoc administration work for the Retail Operations team