



Example of Retail Operations Coordinator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of retail operations 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 operations coordinator

- Order stationery for the department
- Support with travel booking as required
- Analyze, review and approve recaps on time
- Liaise with external businesses hosts HoF, Debenhams regarding participation in host store promotional events
- Write memos, presentations, agendas, org charts, contact lists, as business requires
- Gathers and interprets data to support project decision making
- Works closely and collaboratively with Project Leads within the division external stakeholders to meet project goals and to ensure consistency and best practice sharing
- Provide monthly forecasts for operating expenses and provide explanations for variance in actuals vs budget from prior month
- Provide coverage in the absence of cafe manager
- Undergo training courses and attend meetings when necessary

Qualifications for retail operations coordinator

- 4+ years of Retail operations and communication experience or Bachelor's Degree in Business, Communication or related field

- Be prepared to challenge and change work methods and procedures to ensure the smooth running of the department
- Carry out any reasonable management request
- Must be proficient in Powerpoint, InDesign, Word & Excel