



# Example of Retail Operations Coordinator Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our 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

- Research, analyze, develop and write policy and procedure documents and forms, provide recommendations for process improvements and technology enhancements
- Analyze monthly P & L reports sent out by finance and work with Regionals to maximize business potential
- Partner with Global Retail Operations on advanced reporting which includes auto generated daily and weekly reporting and KPI tracker
- Rollout out StorIQ store visit reports and software in addition to other key reporting tools
- Coordinate data from monthly and quarterly business updates to Headquarters
- Store visits as needed to assist Store Management on KPI analysis
- US key user and trainer on BIS store reporting for new managers
- Participate in SVP Store visits as needed to understand market/ regional differences in order to develop strategies to grow retail sales
- Partnership with CRM, VM and Marketing to optimize processes, systems and tools to maximize retail performance
- Conduct ad hoc financial analysis to support operations decisions through spreadsheet modeling, pivot tables

## Qualifications for retail operations coordinator

- Able to communicate effectively and across company hierarchy

- 5 years of experience (minimum 2 of them in store)
- Active participation in the development and implementation of global retail reports and tools
- Independently analyze data and information to determine the “what or why” behind our results, processes may include communication between Stores and to uncover Operational issues or understand performance trends in order to deliver a comprehensive recap of the business