



Example of Retail Operations Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of retail operations coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for retail operations coordinator

- Collaborate on Store Operations initiatives and projects
- Communication with Retail shop management on operational related issues
- Maintain monthly Operational calendar to balance store workload and initiative planning
- Place orders for store packaging from headquarters
- Process and manage shop hospitality orders
- Assist with store & shop openings, remodels and renovations
- Document warehouse shipping errors reported by stores
- Assist with the development of local best practices and policies for the US
- Manage Company Phone List updates and changes
- Maintenance of SAP Master Data system

Qualifications for retail operations coordinator

- Creation of Weekly Newsletter
- Updating of all forms and store guides such as Operations Guides, manuals, templates
- Other projects and ad hoc requests as assigned to support the business
- Responsible for the dissemination of information relevant to each projects success
- Participates in efforts to streamline processes for Retail Operations support team and increasing efficiencies

