



Example of Salon Coordinator Job Description

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

Responsibilities for salon coordinator

- Responsible for testing homepage, website banners, product and content pages ensuring performance
- Responsible for managing, creating and testing promotions across the local websites
- Ensure timely creation of promotion specific sku codes
- Collect and maintaining the digital assets such as brand videos, beauty visuals, social media concepts for the Hybris Platform
- Responsible for coordinating the translation, pre-publishing and validation of local country content
- Managing and maintaining Web Analytics by providing the relevant data
- Supporting Strategic Sales in analysis of data and identifying key learnings and recommending coherent tactics and actions
- First Level support for digital Sales Tools
- Maintains client files in order to communicate effectively
- Maintains inventory and works with Center manager to place orders

Qualifications for salon coordinator

- Must have 2-3 years of experience as either a Lead Stock Associate or Operations Coordinator preferably in retail
- Support Operations Manager with daily department responsibilities
- Oversee the shoe stock team on both floors
- Train new hire stock associates

