



Example of Store Coordinator Job Description

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Our growing company is hiring for a store 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 store coordinator

- Site attribute administration and auditing – maintain accurate alignments, dates, dispatch matrixes, mall names, photos, fixture maps
- General Contractor scorecard updating
- Catalyst for field concerns
- Assist store teams and customers (internal and external) with concerns by troubleshooting, tracking and providing resolutions
- Assist Store Operation team with various project tasks (monitors project tasks, conference call notes, password resets, etc)
- Assign and monitor tasks in electronic planner application
- Maintain and track project supplies with external vendors and escalates where appropriate
- Create and communicate project notifications to internal and external contacts
- Performs all administrative tasks necessary with position
- Work with Landlords and General Contractors to obtain utility information

Qualifications for store coordinator

- Experience managing, updating and using POS systems and the ability to train others
- Must have reliable transportation to travel to all stores within territory
- Assists Store Operations team in the daily operations to maintain

- Compile data from various sources and systems, creates and distributes reports
- Provide monthly reports, including Top Five and Bottom Three reports
- On a weekly basis, assists Store Operations team in the daily operations to maintain communications between the corporate office departments, regional/district managers and stores