



Example of Store Coordinator Job Description

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Our innovative and growing company is looking to fill the role of store coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for store coordinator

- Supervise and manage the process of the project from coordination with Wholesale team and the Client, through layout definition up to final realization, acting as point of reference for involved parties, internal and external to the company
- Coordinate development of the project with architecture studio and organize internal review with all teams involved
- Review construction drawings to ensure consistence with projects and concept, from preliminary submission up to construction and shop drawings
- Possibility for a quick action and development of small projects in AutoCAD and 3D
- Handling the bidding process and coordination with suppliers
- Manages and supervises the ordinary and extraordinary maintenance of existing stores - and their periodical refit
- Prepare a variety of reports that detail store sales, transfers, and customer shipments
- Oversee daily communication to store management on customer order problems
- Score store's ability to process inbound/outbound merchandise
- Send frequent reports and make phone calls to maximize store performance

Qualifications for store coordinator

- Limited travel within region

- Knowledge of Lean/Six Sigma methodologies and process mapping is a plus
- Must have a sales experience, analytical with good interpersonal and communication skills
- Partner with stores to troubleshoot and resolve maintenance issues at store level
- Review vendor quotes to ensure correct information and scope of work has been provided to resolve the maintenance issue