



Example of Store Coordinator Job Description

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Our growing company is looking for a store coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for store coordinator

- Develop and maintain a deep understanding of all store systems and fixtures
- Ability to multi task between service calls, urgent service calls, follow ups, vendor compliance and department related projects
- Maintain sense of urgency in resolving maintenance issues in a timely manner
- Recommend updates to store maintenance manual and monthly store memos for continuous improvements
- Serve as back up support for after hour phone schedule on a rotational basis
- Partner with stores to troubleshoot and attempt to resolve maintenance issues at store level, at no cost to company
- Prioritize and coordinate maintenance issues with vendors providing accurate store information with past history, as needed, with a sense of urgency to reach resolution
- Review vendor quotes to ensure correct information and scope of work has been provided to resolve the maintenance issue in a timely and cost effective manner
- Communicate status of maintenance issues and scheduled work to the field in a timely manner
- Ability to multi task and prioritize between regular service calls, urgent service calls, follow ups, vendor communication and department related projects

Qualifications for store coordinator

- Must be able to troubleshoot and prioritize
- Ability to write clear and concise operational memos/policies
- Recommend updates to store maintenance manual and / or monthly store memos to continuously improve field support reference documents
- Participate in afterhours support schedule on a rotational basis
- Makes every day operational and strategic decisions