



Example of Store Coordinator Job Description

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Our company is hiring for a store coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for store coordinator

- Submit site repair requests through TRT & ensure rectification in a timely manner
- Act as a liaison between field and store support areas
- Represent the perspectives of store management and the store operations team to each other
- Reduce inconsistencies and increase effectiveness in written communication between stores and Home Office by reviewing and approving messages and tasks ensuring they are written in language that makes sense from the store's perspective
- Provide the stores with clear concise communication to execute projects/tasks
- Ensure workload is added to stores as necessary for major initiatives
- Create and revise policies and procedures to support new initiatives
- Make observations based on key operational criteria
- Monitor store compliance with company standards
- Utilize the TEAM Communication Tool (Task Management System) and other communication tools to assist users with the production, organization and timely distribution of all communications and materials supporting day-to-day field operations, key field initiatives

Qualifications for store coordinator

- Educate and train field and CSC users on TEAM Communication Tool (Task Management System) via webex/face-to-face training sessions and other

- Maintain, edit and create content on DSGN (department pages and rotators) that is meant for the field audience including stores and field leaders
- Maintain TEAM admin functions (adding job codes, switch units, adding contractors, store closings troubleshooting issues, testing)
- Coordinate the communication of the field strategy meetings (Webinars) and corresponding content (Webinar decks)
- Assist with creation and distribution of the WOW Factor associate magazine
- Communications / Editing