

## Retail Operations Coordinator

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Company: Agent Provocateur

Location: London Area

Category: other-general

Agent Provocateur is an iconic British lingerie, nightwear and accessories brand founded in 1994 with retail stores across North America, Europe and the UK. We empower strong, sensual and independently minded individuals who are looking to reward themselves with products that reinforce their innate sense of confidence. We are currently recruiting for a Retail Operations Coordinator to join the Retail Operations department in our Market Road, London Head Office on a permanent, full-time basis. The successful Retail Operations Coordinator will be responsible for supporting our retail population in an operational and administrative capacity, overseeing daily operations of our boutiques across a Global Retail Portfolio. The Retail Operations Coordinator will also assist in the coordination of implementing new retail projects; developing tools required for store staff training, coordinating stock management, and acting as a point of day to day contact for all stores through various communications. As a Retail Operations Coordinator, you will:

- Have a minimum of 1 years' experience working in a Retail /Store Operations role
- Have good understanding of store and concession operations
- Possess great understanding of Stock Management processes
- Possess working knowledge of Microsoft Packages including intermediate Excel
- Possess excellent written and verbal communication skills
- Be able to work at all levels of the organisation and develop relationships throughout the business to foster effective communications

The successful candidate will enjoy access to engage with a variety of discretionary benefits such as:

- 21 days annual leave entitlement + plus Bank holidays each year
- Generous staff discount across a variety of brands
- Auto-enrolment into company pension scheme
- Cycle to work scheme
- Charity time-bank scheme
- Ability to purchase additional annual

leave

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