

# Store coordinator

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## Responsibilities:

- Manage the daily operations of studio x store
- Care for the overall appearance of the store, along with the store curator
- Maintain supplier and invoice overview, in coordination with webshop coordinator
- Respond to requests via info mail
- Daily engagement with agents & retailers
- Respond to product reclamations
- Coordinate store rental for photoshoots, events, etc.
- Coordinate the loan of items for photo shoots
- Create contracts, as needed
- Handle press requests
- Handle logistics and deliveries
- Build relationships with existing and new studio x collaborators
- General client care
- In-store sales management

## Qualifications:

### Indrykningsdato

08.03.2021

### Ansøgningsfrist

12.03.2021

### Virksomhedsnavn

studio x

### Lokation

København K

### Fagområde



Billede / Design /  
Multimedia

### Navn på kontaktperson

Kirstine Meier Carlsen

positions@studiox.dk

### Søgstilling

<https://studiox.dk>

- Previous experience running the daily operations of a store
- Eye for detail and an interest in caring for the store appearance
- High organizational skills
- Ability to use Google Suite and other collaborative tools, as well as
- other organizational tools
- Experienced with Shopify
- Ability to work quickly and find creative solutions to complex problems
- Good with suppliers, logistics and deliveries
- Good with economy and basic accounting
- Ability to understand the studio x brand and to represent it

**Application:**

This is a full-time position. Please send a cover letter, and CV to [positions@studiox.dk](mailto:positions@studiox.dk) with the subject - Store Coordinator - by Friday March 12. No phone inquiries please. Interviews will be set-up with selected candidates.