



Birkenstock USA, LP
Marketing Logistics Coordinator

At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To be able to provide quality products and services, we need quality people, the best of the best. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and positivity.

<u>JOB TITLE:</u>	Marketing Logistics Coordinator
<u>LOCATION:</u>	Novato, CA
<u>REPORTS TO:</u>	Director of PR & Senior Marketing Manager
<u>SUPERVISES DIRECTLY:</u>	N/A
<u>TYPE:</u>	Non-Exempt
<u>PAY:</u>	\$25-\$30/hr

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

OVERVIEW

This position is responsible for the daily support of the Marketing department by acting as a logistics and fulfillment liaison to the Marketing and Public Relations teams. This includes supporting the team with all sample fulfillment, product pulls, sourcing image files, tradeshow, special events and visual shipping.

RESPONSIBILITIES

- Acts as logistics and fulfillment liaison to Marketing and PR team.
- Supports team with all sample fulfillment, product pulls, sourcing image files, tradeshow, special events and visual shipping.
- Places product orders for PR (media/VIP requests, social media, and events) and Marketing (wear pairs, Strategic/all account samples, and merchandising samples) through internal and external resources; provide tracking, ETA to all partners.
- Manages the organization and receipt of seasonal samples, maintains a detailed inventory document of samples received and shipped.
- Works closely with Sr. Marketing Coordinator to ensure Marketing & PR sample orders placed with Germany are fulfilled and delivered to the Novato office.



- Coordinates and manages outgoing shipments and incoming returns.
- Oversees organization and cleanliness of product workrooms and all other marketing areas including the mailroom.
- Partners with Product and Marketing teams to organize seasonal sample sales and sample sell-off.
- Maintains inventory and fulfills all promotional items, including gifting and event requests.
- Logs and maintains detailed files and spreadsheets for all above areas of responsibility.
- Perform other duties as assigned.

POSITION REQUIREMENTS / QUALIFICATIONS

- Bachelor's degree (B.A. /B.S) from four-year College or university in a Marketing or related field preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.
- One or more years of marketing, retail, wholesale, or branded apparel experience.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Work independently and productively with minimum supervision.
- Remain calm and professional in stressful situations.
- Able to work a flexible schedule to include occasional weekends and holidays.
- Proficient in Microsoft Office (Excel, Word, Outlook, Teams) and Order Processing systems.
- Must be able to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

If interested, please send a cover letter, and resume to mhoessl@birkenstockusa.com. Subject line should list "Marketing Logistics Coordinator".

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.