

Birkenstock USA, LP**Junior Strategic Account 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 provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity, and a positive attitude.

<u>JOB TITLE:</u>	Junior Strategic Account Coordinator
<u>LOCATION:</u>	Remote, North Bay/Marin
<u>REPORTS TO:</u>	Senior Director Sales Support/Customer Service
<u>SUPERVISES DIRECTLY:</u>	N/A
<u>TYPE:</u>	Non-Exempt
<u>SALARY:</u>	\$30 - \$34 Hourly

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

OVERVIEW

This position acts as an introductory support person partnered with the Senior Strategic Account Coordinators to provide a top level of customer service to high visibility accounts within the Birkenstock account base.

RESPONSIBILITIES

- Assist in the execution of product set up templates and other "Go to Market" documents as requested by accounts
- Execute Web Set up templates and detail sheets for customers to add items to their dot com sites. Review websites for this information
- Assist in Bulk Management process; Keying in bulks as needed and decrementing from bulks as orders come through
- Create documents for and communicate with the Director of Store Merchandising and the Merchandising team. This includes Store Assortment, deliveries, marketing events and product delays
- Provide a general level of support to the Account Coordinators to assist in daily workload.
- Assist with the photo part of building seasonal macros.

POSITION REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree (B.A. /B.S) from four-year College or university or previous experience in wholesale supporting department stores and other national accounts.
- Proficient in Excel (ability to work with pivot tables and use the VLOOKUP features), and other Microsoft office programs (Word, Outlook etc.) and Inventory software.
- Must be able to work in a fast-paced environment.
- Must be a pro-active problem solver.
- Work well in demanding situations and be able to multitask and prioritize.
- Good judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Must be able to lift and/or move up to 10 pounds.

If interested, please send cover letter and resume to mhoessl@birkenstockusa.com. Subject line should list "Junior Strategic Account Coordinator."

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.