

## **Birkenstock USA, LP**

### **Retail 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.

In order 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.

**Job Title:** Retail Coordinator

**Reports To:** Manager of Retail Development and Digital Merchandising

**Location:** NYC Based - Hybrid

**Position Type:** Regular Exempt, F/T with benefits

**Salary Range:** \$68k-\$78k

#### **Responsibilities include but are not limited to:**

- Provide day to day merchandising support including general administrative duties for the merchandising team.
- Manage merchandising tools including assortment flow, visual merchandising guide, inventory reports and RTVs.
- Assist with pricing strategies across retail stores.
- Tracking Key Marketing deliveries to ensure timely arrival.
- Own replenishment orders for stores based on inventory needs across all doors.
- Execute and develop new reporting for the retail channel including weekly, monthly and seasonal recaps.
- Day to day communication with retail stores regarding deliveries, pricing updates and marketing focuses.
- Partner with the retail team for new store openings including coordinating initial deliveries and any additional inventory needs after opening.
- Be knowledgeable about upcoming season product assortment and focus collections.

#### **Qualifications:**

- Ability to work both independently and collaboratively
- Advanced Excel skills (can perform complex functions)
- Working knowledge of buying and merchandising best practices

- Excellent organizational and communication skills with attention to detail
- Strong communication and organizational skills
- Must be a strategic thinker, persuasive and collaborative
- Ability to understand and explain the brand's needs
- 2+ years of experience in merchandising
- Bachelor's Degree in Fashion Merchandising, Business Administration or related field

If interested, please send cover letter and resume to [mhoessl@birkenstockusa.com](mailto:mhoessl@birkenstockusa.com) . Subject line should list "Retail Coordinator."

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.