

Product 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.

JOB TITLE: Product Coordinator

LOCATION: Novato, CA

REPORTS TO: Product Manager

SUPERVISES DIRECTLY: N/A

TYPE: Non-Exempt

SALARY: \$26 - \$28/hr.

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

OVERVIEW

This position is responsible for supporting the Birkenstock Product Merchandising team variety of areas including operations, reporting and general communications by performing the following duties.

RESPONSIBILITIES

- Assists with samples item set-up in ABS style master seasonally. Monitors ABS samples inventory levels, audits for accuracy and recommends seasonal sell off as needed.
- Assists Product Merchandising Specialist with analysis and reporting.
- Assists team with set up and proofing of seasonal catalogs and sell in tools. Confirms product detail is accurate, fulfills stakeholder needs and meets published deadlines.
- Processes requisitions for Product Merchandising and Sales teams as needed. Ensures proper execution, including tracking of orders and problem resolution as needed. Provides timely updates to all stakeholders.
- Assists with internal sample sales. Includes organizing product assortment, set up, tear down, wrap up and on sight contact for final sell off.
- Supports and participates in company meetings, line presentations, vendor presentations, sales meetings and trade events as needed.
- Works closely with Inventory Management, Marketing, Operations and Sales teams to ensure clear communications and common purpose.
- Ensures highest level of accuracy for all ABS product set-up and detail activities.
- Is proactive in identifying product and brand needs as relates to department projects, timelines and seasonal activities.
- Maintains positive communications with both internal and external customers.

- Supports team on an ongoing basis for new projects as needed including seasonal planning, meeting preparation, market reviews and move.
- Completes special projects as directed by Manager and other members of the team.

POSITION REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree (B.A. / B.S.) from a four-year college or university in Business, Fashion or related field; one to two years of related experience and, or training; or equivalent combination of education and experience.
- Two or more years of retail experience, wholesale or branded apparel experience.
- Proficient writing skills in responding to e-mails and writing routine reports and correspondence. Ability to speak effectively before groups of customers or employees.
- Ability to calculate figures and amounts including discounts and percent.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Strong Excel skills.
- MS Office skills (Word, Outlook, Teams).
- Excellent judgement and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Remain calm and professional in stressful situations.
- Work independently and productively with minimum supervision.
- Able to work a flexible schedule to include occasional weekends and holidays.
- May require some travel on an as needed basis.
- Must be able to lift and/or move up to 25 pounds.

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

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.