



## **STOCK COORDINATOR (Brooklyn)**

### **JOB OBJECTIVE**

Proper completion of shipping and handling of company's inventory on a consistent basis. Adherence to all company security policies concerning shipping, receiving, and corrections of inventories.

### **STATUS**

Reports directly to the Store Manager and the Assistant Manager.

### **KEY JOB FUNCTIONS**

- Processing of all stores shipments and administration of recalls.
- Ensures daily maintenance and housekeeping of stockroom area.

### **PAY**

\$17/hr plus commission

### **JOB DUTIES**

- Verifies accuracy of incoming / outgoing product.
- Verifies the accuracy of all shipping and receiving documents (POS reports, bill of landing, etc.) as per company procedure.
- Ensures the proper handling of all store inventories, merchandise, received or transferred.
- Maintains a neat, organized and well-stocked merchandise area.
- Complies with all store security procedures as explained in the Store Operations Manual.
- Communicates and troubleshoots any mixes generated within the store, received from other stores or warehouse with Store Manager.
- Ensure the merchandise is properly sized.
- Provides the highest level of customer service by promoting our total customer service program.
- Perform other duties as assigned by the Store Management Team.
- Complies with all company policies and procedures.

### **QUALIFICATIONS (MINIMUM QUALIFICATIONS REQUIRED TO PERFORM TASKS)**

- Related work experience:
  - Detail oriented
  - Team player
  - Willing to work retail hours
- Physical requirements: able to bend, climb ladders, lift and move boxes up to 50 lb.

Please email resume to [careers@birkenstockusa.com](mailto:careers@birkenstockusa.com) and subject line should read “Stock Coordinator Brooklyn”.

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