

## **Stock Room Clerk**

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.

<b><u>JOB TITLE:</u></b>	<b>Stock Room Clerk</b>
<b><u>LOCATION:</u></b>	<b>Novato, California</b>
<b><u>REPORTS TO:</u></b>	<b>Manager, Product Merchandising Operations</b>
<b><u>TYPE:</u></b>	<b>Non-Exempt/Full-Time</b>
<b><u>SALARY:</u></b>	<b>\$25/hour</b>

### **OVERVIEW**

We are seeking a detail-oriented and highly organized **Stock Room Clerk** to support our **Product Merchandising** and **Sales** teams. In this role, you'll manage and coordinate the flow of product samples, maintain organized workspaces, and support operational needs across multiple departments. This is a great opportunity for someone who thrives in a fast-paced, hands-on environment and enjoys working with physical products as much as digital tools.

### **RESPONSIBILITIES**

- **Sample Management:**
  - Organize, ship, and receive all incoming and outgoing product samples.
  - Maintain an organized, clean, and safe sample room and storage space.
  - Manage sample transitions – including moving outdated samples to sell-off zones and updating the product room with new arrivals.
- **Shipping & Logistics Coordination:**
  - Coordinate domestic and international sample shipments, including to/from vendors, field sales teams, tradeshow, PR events, and headquarters in Germany.
  - Ensure timely, accurate execution and clear communication with all stakeholders.
- **Internal Sample Sales:**
  - Organize and manage internal sample sales events, including product setup, teardown, and sales support on-site.

- **General Support:**

- Lift and move samples and product boxes (up to 40 lbs daily and frequently; occasionally up to 50 lbs).
- Assist with ad-hoc projects and other duties as assigned.

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## ACCOUNTABILITIES

- Ensure prompt processing of all inbound and outbound shipments.
- Maintain a safe, clean, and efficient work environment.
- Keep stakeholders informed of shipment statuses and logistics.
- Other related duties as assigned.

## POSITION REQUIREMENTS/QUALIFICATIONS

- Two or more years of retail experience, wholesale or branded apparel experience.
- Experience with Microsoft Office (Excel, Word, Outlook, Teams).
- Strong organizational and problem-solving skills.
- Ability to manage multiple tasks and meet deadlines under minimal supervision.
- Excellent judgment, communication, and interpersonal skills.
- Comfortable working in a physically active role, including lifting and moving boxes.
- Calm, professional demeanor—even under pressure.
- **Must be able to lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds.**

If interested in this opportunity, please send cover letter and resume to [kramos@birkenstockusa.com](mailto:kramos@birkenstockusa.com). Subject line should list "Stock Room Clerk."

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.

We value diversity and are committed to creating an inclusive environment for all employees.