

**Birkenstock USA, LP  
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.

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.

<b><u>Job Title:</u></b>	Product Coordinator
<b><u>Reports To:</u></b>	Director of Product Merchandising
<b><u>Location:</u></b>	Novato, CA
<b><u>Position Type:</u></b>	Regular, F/T with benefits –Non-
<b><u>Salary Range:</u></b>	Exempt \$50k - \$65k Annually

**Overview**

This position is responsible for supporting the Birkenstock Product Merchandising team and Sales team in a variety of areas including samples coordination, sales operations and general communications by performing the following duties.

**Responsibilities**

- Maintains all aspects of samples coordination including ordering, organizing, shipping and receiving. Facilitates relevant communications to the Field Sales team, German partners and vendors.
- 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.
- Organizes and maintains samples storage area and product work room area. Ensures a clean, organized, safe and appealing environment.
- Coordinates incoming and outgoing shipments as needed by the Product Merchandising and Sales teams ensuring accurate and timely execution. Includes all shipments to and from vendors, Field Sales team, tradeshow, public relations, special events, Germany and more.
- 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.
- Provides communication to the Field Sales team regarding samples information as needed. Maintains professional communications with vendors, Field Sales team, internal partners and German partners.
- Coordinates 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.
- Other duties and projects as assigned.

## **Accountabilities**

- Ensures all inbound shipments are identified and processed daily as they arrive, and that the receiving area is clear, clean and safe.
- Ensures all outbound shipments are processed promptly within requested timelines and that all stakeholders are properly informed of status as needed.
- Ensures all work-related areas are clean, safe and appealing.
- 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.

## **Position Requirements/Qualifications**

- Bachelor's degree (B.A. / B.S.) from a four-year college or university in Business 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.
- MS Office skills (Excel, 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 and occasionally lift and/or move up to 50 pounds.

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

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.