

STOCK COORDINATOR

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.

JOB LOCATION: NYC (Soho)

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 generate 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 Manager and Assistant Manager.
- 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.

Birkenstock reserves the right to change, alter, or amend the job duties of employees at its sole discretion with or without notice.

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

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