

## MILITARY ACCOUNT COORDINATOR

BiRite Foodservice Distributors is a family-owned business, started in 1966. Presently, the Company has over 290 employees. We distribute dry and frozen groceries, fresh meats, chemicals, equipment and supplies to restaurants, hotels and institutional users throughout the Bay Area.

BiRite has an account with US Military. We provide foodservice to US military bases located overseas. We have a Military Department whose responsibility is to process these accounts.

Currently we have an opening in our Military Department for a Logistics Coordinator. The Military Department consists of 4 employees.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain “Current”, “Next Week”, “Following” and “Future” shipping logs and share with all concerned.
- Process container bookings using a government booking program (background check required).
- Complete preliminary Bill of Lading documents and maintain said forms with current information.
- Coordinate delivery of merchandise with Purchasing Department to meet necessary deadlines.
- Communicate with customers to help build and modify their orders.
- Serve as Quality Control for product moving through BiRite’s warehouse intended to ship overseas.
- Prepare weekly paperwork and label documentation for the warehouse.
- Receive certification to process hazmat product documentation.
- Assist Military Director in special projects whenever needed.
- Other tasks as assigned.

### MINIMUM QUALIFICATION REQUIREMENTS:

- 3-5 years of International commercial export work experience preferred
- Must be a High School graduate. College education preferred.
- Proficient in Microsoft Office (Word, Excel) and Gmail. Will be trained on AS400 database.

- 10 Key Calculator.
- Type 45-50 wpm.
- Strong verbal and written communication skills are a must.
- Data entry skills a must.
- Extremely organized to meet various weekly deadlines and cutoffs.
- Ability to prioritize in order to complete tasks on a timely basis despite frequent interruptions.
- Detail oriented and able to handle multiple tasks simultaneously.
- Must be a team player – work closely, harmoniously and effectively with others in the department to meet weekly cut-offs/department goals and perform well under pressure.
- The candidate must be motivated, resourceful and have great attention to detail and time management skills.
- A stable work history a must.
- Must be 18 years of age or older.

Salary: DOE

Benefits: Great health benefits, matching 401(k), profit sharing, paid vacation, sick time and holidays.

Position: Full Time, Regular

**BiRite is an Equal Opportunity Employer**