

Account Coordinator- International Military Account

Major Duties and Responsibilities:

- Primary point of contact for military and international customers.
- Work with a team responsible for the processing and fulfillment of overseas shipments.
- Troubleshoot order issues and supply chain problems.
- Work with our supplier community and marketing department to introduce new items and ideas to our customers overseas.
- Introduce products, coordinate samples, and other activities to grow sales in the channel.
- Work within the customer base to actively pursue new avenues of business in the program.
- Monitor military specific inventory and special orders to ensure timely shipments and avoid spoilage issues.
- Provide administrative support to ensure that the military department runs smoothly.
- Communicate between warehouse and office teams for efficient operations.
- Constantly evaluate order cycle processes to find improvements and efficiencies
- Other tasks as assigned.

Minimum Required Qualifications:

- Good verbal and written communication and organizational skills
- Familiarity with basic office productivity software (word processing, spreadsheets, slide presentations) needed.
- Familiarity and ability to use the Google Office Suite a plus
- Multitasking and ability to work with multiple areas of a business
- Must be a team player and able to work harmoniously and effectively with others and perform well under pressure.
- Analytical thinker with the ability to problem solve
- Ability to prioritize in order to complete tasks on a timely basis despite interruptions.
- Detail oriented, pick up tasks quickly, and able to handle multiple tasks simultaneously
- Enthusiastic self-starter with strong follow-through skills

Work schedule: Monday – Friday

Salary: Starting rate \$25/hr.

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