



JOB DESCRIPTION: Business Support Coordinator

CLASSIFICATION: Full Time Non-Exempt

POSITION REPORTS TO: Director of Sales Operations

POSITION PURPOSE: To provide cross-functional support to the Executive, Finance, Operations, and Marketing Teams to support driving small contract sales, building brand awareness, helping ensure a productive work environment, and supporting operational efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Employee Sale - Coordinating disposition of discontinued and seconds garments for employee sales and/or donations.
- Massif Events – Works with VP/GM to plan and coordinate company events and other hospitality needs
- Coordinates the ordering and distribution of office, kitchen, and other supplies
- Make travel arrangements (flights, hotel, and car) for employees as needed
- Handles inbound and outbound of mail and packages
- Coordinates facility maintenance and repairs, oversees their completion, and ensures the company van is properly maintained and in working order
- Accounts Payable filing
- Coordinates fabric and trim delivery schedules with the Operations team
- Controls and evaluates physical inventories and transports various materials to/from our storage facility
- Prepares outbound shipments of fabric and trims from Ashland
 - o Includes counting and verifying fabric and trims inventory
 - o Creates pallets and packing lists
 - o Gathers test reports and other required documentation
- Trade Show Logistics:
 - o Packing/unpacking and shipping the trade show booth from Ashland to shows/events
 - o Keep the trade show area organized and stocked
 - o Attending/assisting at our larger trade shows
 - o Assist with the Coordination sponsored events
- Logistics for Photo Shoots:
 - o Assist with ordering and organizing garments, keeping inventory for future shoots and occasionally assisting at various shoot locations
- SWAG –
 - o Assist with inventory and entering swag orders into NetSuite
 - o Coordinating with the Logistics team when swag/catalogs are shipped
 - o Assists with ordering swag for tradeshow, tabletop BSC events, and our Sales Team



- Assist with purchasing marketing materials –point-of-sale materials, in-store signage, promotional brochures, tech sheets, catalogs.
- Content – Organizes and maintains the company database (Image Relay) for all marketing content.
- Performs other duties as assigned.
- Performs all duties in accordance with Company's Quality Management System.
- Infrequent domestic travel.

COMPETENCIES:

- Attention to detail
- Ability to organize and effectively prioritize multiple tasks to meet deadlines.
- Ability to build and maintain relationships.
- Ability to work independently.
- Friendly demeanor, easy to approach, energetic.
- Excellent communication skills, both verbal and written.
- Team-player orientation.
- Excellent computer skills (MS Office, Outlook, google Apps).

MINIMUM QUALIFICATIONS:

- Associate's degree, or equivalent education or experience
- At least two years of experience in an office environment

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described are those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is primarily a sedentary position, which requires frequent use of a computer monitor and keyboard. It requires occasional standing and reaching. It requires the ability to talk and hear. It requires color vision (ability to identify and distinguish colors). There are no other special vision requirements. Requires the ability to walk, grasp, push, pull, climb, bend, stoop, kneel, crawl, and lift up to 50 pounds independently and up to 100 pounds with team assistance. This position is in an open work environment with moderate office noise. This position occasionally requires driving a rental vehicle while traveling on Company business.