| Outerstuff Strategic Sales Coordinator- Roles and Responsibilities  | cid:image001.jpg@01D1FD3E.CAB36850 |
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| **Key accountabilities for the Role** |
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| 1.Execution  | 1. Ensure all Sales orders are processed correctly.
2. Maintain and update order file as required.
3. CTF Management- maintain bulks and reduce/replace with hard orders.
4. Run weekly reports by account – open order, crystal ball, shipping, inventory etc.
5. Complete retailer setup worksheets/submit OOR reports as required.
6. Ensure customer coded production PO’s are correct.
7. Execute retailer ticketing and VAS for select accounts.
8. Submit and ensure production splits are properly executed.
9. Request and deliver against retailer image needs and image deadlines.
10. Monitor shipping and coordinate with logistics as required.
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| 2.Master the fundamentals | 1. Computer proficiency:

Simparel, Microsoft applications- especially Excel.1. Ensure all Outerstuff policies and requirements are followed.
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| 3 Communication | 1. Develop partnership with Outerstuff Sales Associates.
2. Ensure all internal stake holders are kept informed on all pertinent issues/opportunities.
3. Build and maintain relationships with retail partners- especially buyers, associate buyers, and retailer support staff.
4. Complete weekly update reports.
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| 4.Team Player | a. Assist /cover for sales coordinators as needed. b. Assist teammates as needed during hot market. |
| 5. Account Responsibilities  | TBD |