



## **SALES OPERATIONS COORDINATOR – Full Time**

In order to support Opinel USA growth, our company is looking for an Sales Operations Coordinator whose primary mission is to ensure smooth and timely flow of information and follow-up for existing and prospective customers.

### **Primary responsibilities:**

Overview customer service day-to-day operations (order processing, payments, customers inquiries)

Generate and distribute customer reports to sales staff

Coordinate logistics and inventory management in collaboration with 3PL platform

Participate and plan industry trade shows

Make follow-up contacts with existing and prospective customers

### **Additional Roles and Responsibilities as needed:**

Returns and exchange coordination

Drop shipment management

Sales reporting

Vendor manual compliance

Sample coordination

### **Experience & Education requirements:**

Associate degree or Bachelor's degree in Marketing, Communications, Business Administrations or any related field from accredited college or university

1-3 years preferred experience in Sales, Marketing or Customer Service

Superior organizational, interpersonal and communication skills

Ability to disseminate, analyze and report data

The following skills will be appreciated:

Elementary French speaking proficiency

Experience with HubSpot CRM and Stitch Labs

Experience within sporting goods and/or kitchenware industries

### **Opinel USA Inc. offers all Full-Time employees:**

Competitive salary and bonus

Health, dental benefits

Retirement Plan

Opinel product allowance

Paid time off days

Please submit your applications and resume to [a.delecroix@opinel.com](mailto:a.delecroix@opinel.com)

*Opinel USA Inc. is an equal opportunity employer. Qualified applicants will be considered without regard to race, religion, gender, national origin, age, sexual orientation, gender identity, gender expression, protected veteran status or disability.*