

**SALES OPERATIONS COORDINATOR – Full-time / Temporary Contract
Duration: September 2021 – February 2022
Location: 1500 N Halsted, Chicago IL**

Opinel USA is seeking a Sales Operations Coordinator from September 2021 through January 2022. You will temporary replace a full-time employee while on Maternity Leave. The first month will serve as training with the current employee. After that, you will be taking the position of Sales Operations Coordinator, whose primary mission is to ensure smooth and timely flow of operations between Opinel USA sales and logistic team.

**Primary responsibilities:**

Overview wholesale 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 our French factory

Coordinate logistics to ensure smooth order flow in collaboration with our Chicago Warehouse

Make follow-up contacts with existing and prospective customers

**Additional Roles and Responsibilities as needed:**

Returns and exchange coordination

Amazon FBA and Drop shipping order management

Sales reporting

Vendor manual compliance review

Coordinate sample shipments to partners and influencers

**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 but are not required:

Elementary French speaking proficiency

Experience with Quickbooks Accounting and Warehouse Management Systems

Experience with Amazon FBA

Experience within sporting goods and/or kitchenware industries