



Position Description

Position Title:	Product Sales Project Coordinator
Department:	Product Sales
Reports To:	Director of Product and Retail Sales
Location:	Downtown Los Angeles
Exemption:	Non-Exempt
Date:	October 2016

Position Summary

The Product Sales Project Coordinator is responsible for executing critical logistical processes, actions, and responsibilities contributing to meeting or exceeding the product sales campaigns and customer support goals.

Essential Duties and Responsibilities

- Analyze, track, follow-up, and report program performance measurements and sales/participation statistics.
- Monitor product sales software systems to identify and remedy inventory problems, ordering issues and other reporting and logistical issues.
- Work with delivery agents, distribution location staff and volunteers to maintain accurate inventory records and arrange for transfer of product as necessary.
- Work with and support the Product Sales Managers to resolve issues and conflicts regarding the product sales programs.
- Develop and cultivate relationships with volunteers to create partnerships that enhance and support the Product Sales Programs.
- Analyze distribution center locations, identify gaps, and define/manage solutions to add additional locations in underserved areas.
- Define and develop volunteer work schedules to support all needed distribution center locations.
- Review and maintain accurate data for the store front location sales reservation system.
- Coordinate corporate sales locations, timeframes and girls to support for the cookie program.
- Debt collection and tracking.
- Coordinate reward distribution and fulfillment.
- Obtain and maintain applicable city/county business licenses.
- Other duties as assigned to successfully meet the goals and objectives of the Product Sales Department and Council.

Skill, Experience & Education

- Logistics Coordination or Project Management experience preferred. Girl Scout experience may be considered.
- Strong Project Management skills preferred.
- Bachelor's degree preferred or experience equivalent.
- Current driver's license, auto insurance and ability to travel locally.
- Exceptional customer service, interpersonal and conflict resolution skills.
- An exemplary communicator (both verbal and written). Detailed and thorough follow-up skills are a must.
- Extreme attention to detail and a high level of accuracy.
- Strong organizational and problem-solving skills.
- Ability to motivate, effectively manage multiple priorities concurrently, meet deadlines and produce results.
- Technologically savvy with experience using database and web based user systems.
- Proficiency with Microsoft Office Suite (including Excel, Word, Outlook, Powerpoint, and Publisher).
- Understanding of financial and statistical reports.
- Able to work evening and weekends as needed.

- Ability to work independently and as part of a large team.
- Perform tasks willingly and accept the diverse responsibilities of the job.

Additional Organizational Requirements

- Subscribe to the principles of the Girl Scout Movement.
- Possess a positive attitude with strong work ethic, integrity and honesty.
- Must be flexible, adaptable and willing to thrive in an ever changing/fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the work place.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.

Physical Requirements

- The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. The environment for this position is mostly clean and comfortable but may include some minor annoyances such as noise, odors, drafts, etc.
- Will spend time sitting, utilizing the computer.
- Will spend time standing/walking throughout the facilities.
- Must travel via personal vehicle or public transport to various facilities throughout the region.
- May lift up to 25 lbs periodically and repeatedly during product sales campaigns. If more, the incumbent must request assistance.
- The incumbent must be able to perform this job safely, without endangering the health or safety of him/herself or others.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resume to Teri Proffitt at TProffitt@girlscoutsla.org with “**Product Sales Project Coordinator**” in the subject line.