



KEY ACCOUNT COORDINATOR

Pinch Provisions is the leading purveyor of personal care kits and premium emergency essentials, combining the sensibility of a fashion brand with the function of a modern general store. Pinch products are sold at 10,000 locations worldwide, through retailers like Starbucks, Anthropologie, Aerie, Bloomingdales, Paper Source, and The Container Store.

Pinch seeks to hire a full-time Key Account Coordinator who will manage retailer relationships on a daily basis. The position is based in Elk Grove Village, IL (adjacent to O'Hare Airport), and starts immediately.

The Key Account Coordinator will:

- Demonstrate strong knowledge of Pinch products, including SKUs, UPCs, and descriptions
- Schedule sales meetings and/or conference calls for senior leadership
- Collect and update seasonal projections
- Communicate projections to inventory analyst and other departments
- Proactively elevate inventory shortfalls and coordinate a solution
- Complete vendor on-boarding and information request forms for various retailers
- Ensure that account projections translate into timely purchase orders
- Review purchase orders for accuracy, and proactively seek PO revisions when incorrect
- Create sales orders in SAP Business One
- Coordinate execution of new orders with external departments
- Maintain internal documents/spreadsheets accessed by multiple departments
- Invoice accounts as orders are fulfilled and provide tracking information upon request
- Work in several different portals and websites used to retrieve POs, order tickets, and invoice
- Provide accounts with images and copy as requested
- Independently manage, track, and follow up on sample requests

Requirements

- Bachelor's degree preferred, but not necessarily required
- Experience in retail account management setting strongly preferred
- Experience with EDI processing and UPC catalog management a plus
- Must have strong working knowledge of Microsoft Word, Gmail, and Excel
- Experience working in SAP or different ERP software preferred
- Must be organized and proactive
- Ability to problem solve quickly and shift priorities accordingly
- Extremely detail oriented but also able to multitask under pressure
- Ability to maintain effective communication with departments outside of department

To apply, please submit a cover letter, resume, and three references to admin [at] pinchprovisions.com with KEY ACCOUNT COORDINATOR as the subject. Salary commensurate with experience. We offer competitive compensation and benefits. EOE.