Account Services Coordinator

About the Job

Summary

Priority Distribution Inc.(PDI) is a medium sized Transportation Management 3PL celebrating our 20th year in business. We are proud to say that we continue to grow and hire talented employees.

Responsibilities and Duties

Under minimal supervision, coordinates a variety of functions specific to the management of customer service and inside sales support for a national Sporting Goods Retailer. This includes researching discrepancies, working with multiple branches to ensure compliance with program SOP and hands on responsibility for many technologically run functions of the program. Fully knowledgeable and capable of managing the day to day service of an account from a microscopic level up to a 20,000 foot account view.

1. Manage the distribution of goods to retail operations through administrative duties.

2. Responsible for compiling and distributing daily, weekly and monthly reports including inventory, sales reports, and system performance reports.

3. Coordinate and monitor implementation of new program phases and on-boarding of new distribution locations. This position will require minimal travel.

Only those candidates who have the following should submit their interest.

- Expert Microsoft Excel, PowerPoint and Outlook skills.
- Strong attention to detail and ability to multi-task.
- Possess excellent verbal and written communication skills.
- Drive and demonstrated success working in a team-oriented environment of a fast-pace industry.
- Proficiency in quickly shifting priorities and learning new skills.
- Motivated and ability to work independently.
- Comfortable navigating in Windows operating systems.

All submissions must include a resume, cover letter including desired salary range and be addressed to the Director of Operations. This position reports directly to the Director of Operations with a dotted line reporting to the Director of Technology. This is a high profile position within the company and is for career minded individuals with long term goals.

Supervisory Responsibilities
This position has no supervisory responsibilities.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Minimum High School completion required college degree preferred or commensurate industry related experience.

Mathematical, Language and Reasoning Skills
Position requires the ability to perform basic math functions and interpret graphs; the ability to read and interpret documents; the ability to write correspondence/reports and the ability to speak effectively. This position mandates the ability to apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. Must maintain the ability to deal with and solve problems involving several variables in a just-in-time environment.

Accountability and Expectation

The Account Coordinator is a critical position within the Contract Operations Division. This position is hands-on and requires all customer/carrier interaction be performed with a professional demeanor. The expectations for this position are high. Those who are successful in meeting these objectives will find themselves in a position to advance.

This position requires independent judgment and to exercise discretion in the performance of duties as it relates to communications, which are confidential.

This position requires a non-compete and a non-disclosure agreement be signed.

Priority Distribution Inc is an EOE. We offer competitive compensation including company sponsored medical and dental as well as 401K benefits.