

2. Skills and Abilities

- Excellent communication skills including verbal, written, and electronic communication
- Good organizational and problem solving skills.
- Strong attention to detail, organizational and follow-up skills
- Good mathematical, record keeping and problem-solving skills
- General knowledge of finished goods distribution process and domestic/international shipping methods
- Proven high level of interpersonal and communication skills, including the ability to listen, resolve problems, deal with unresolved issues, delays and unexpected events
- Ability to work within a team as well as an individual contributor in a fast paced, changing environment.
- Multitasks, prioritizes and meets deadlines in a timely manner
- Microsoft Office experience Word and Excel
- Ability to learn and use corporate computer systems

3. Physical Demands/Work Environment

- Office-based responsibilities

Working Relationships:

1. Internal Contacts

- All personnel associated with field based activities, Customer Care, Sales, Operations, Quality and R&D personnel

2. External Contacts

- Customers

Position Incumbent:

Print Name	Signature	Date
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Supervisor:

Amber Melendez		
Print Name	Signature	Date

HR Department:

Joanne Ervey		
Print Name	Signature	Date