

Job Title: **Business Coordinator** (Business & E-Commerce)

PBHC is looking for an organized, results-driven, detail-oriented, and analytical individual to work as the **Business Coordinator**, the right candidate has the ability to work collaboratively with other team members in the Production & E-Commerce department.

- The Business Coordinator works closely with the E-Commerce team including the marketing team to maximize online sales with a clear understanding of the products for sale.
- Work with the team to help design social media campaigns to increase our digital sales.
- Responsibility includes, organizing and managing online inventory to fulfill customer orders from production to fulfillment and timely shipment of orders.
- Provide exceptional customer service by providing knowledgeable answers to customer phone and e-mail inquiries regarding products and brand.
- Resolve customer issues or dissatisfaction with product promptly, consult with Production & E-commerce Manager for assistance.
- Assist in negotiating Crew 2 U Contracts, establishes Business Liaisons, and develops feasible and appropriate client work opportunities through the procurement of contracts with local businesses for Crew 2 U & Production. Conducts marketing research and Community Wage survey as required by the Department of Labor.

The candidate must qualify for Level II background screening. Prefer Bachelor's Degree in Sales/Marketing, Business, or related field and two years' experience in sales and estimating. Other combinations of successful business ownership, e commerce, supervisory, work, and life experience may be considered in lieu of college degree on a year for year basis. Must have at a minimum an associate degree. Driver license, clean driving record and required registration and insurance.

Palm Beach Habilitation Center, Inc. provided the following inclusive hiring information:

We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.