

# THE KINGSWOOD COMPANY

OUR PRODUCTS. YOUR LABEL. SPARKLING RESULTS.

## **JOB DESCRIPTION: KEY ACCOUNT COORDINATOR**

*Are you a multi-tasking ninja that is able to stay on task when a deadline calls? Are you an organizational fanatic, that doesn't leave any loose ends behind? Are you a problem solver that "finds a way or makes one"? We are looking for a team member to support our sales team and work with our key accounts, including our Walmart account.*

*This position is the connection between our sales and production teams – the lynchpin that delivers outstanding customer service to customers, supports our sales team with agility and determination, and ensures that our production team has what they need when they need it.*

*This is a key role, with high visibility to the leadership team. As a growing company, we are looking for a strong candidate to join us – someone who takes ownership and a lot of pride in their work.*

### **PRIMARY DUTIES:**

- Enter all orders into our work order entry system, and prepare all documents as needed for production and shipment.
- Review orders for accuracy and deficiencies, and resolve as appropriate.
- Compile and sort orders obtained via email, fax, EDI, and/or web portals according to priority.
- Review and input information into our Customer Relationship Management (CRM) database.
- Identifying orders that require special order components, and communicate that to the purchasing team.
- Identify new orders placed on customer accounts that are past due, and communicate to management to prevent loss.
- Calculating customer order shipping costs, and posting to customer accounts and invoices.
- Coordinating shipping for key accounts and customers
- Support and develop customer relationships in order to support sales account managers in growing accounts, coordinating all customer needs, and delivering on orders.
- Professional behavior when making phone calls and dealing with customers.
- Contributes to team effort by accomplishing related results as needed, and supporting other sales team members through collaboration and teamwork.
- Other duties as assigned.

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**POSITION TYPE:**

Full time: 40 hours per week with some overtime possible

Office Hours: 8:30 AM and 5:30 PM (flexibility is possible)

Hours worked will be on-site, in our office, located on Harmon Avenue, right off 71. No travel required. No telecommuting.

**DESIRED MAJOR/EXPERIENCE:**

Minimum 2-year Associates Degree required; 4-year Bachelor's Degree Preferred.

Minimum 2 years' experience in positions such as: account coordination, accounting, bookkeeping, medical billing, insurance coding, or real estate support, or another position that requires attention to detail and accuracy and customer support.

**SALARY LEVEL/COMPENSATION:**

Compensation is hourly, and is based on degree and experience. \$22-\$28 per hour plus benefits. Overtime, paid after 40 hours per week. Additional benefits include: 2+ weeks paid vacation; 6 paid holidays; participation in company retirement savings plan with Employer match; and excellent group medical/dental/vision, life, and disability benefits plan.

**ABOUT THE KINGSWOOD COMPANY:**

The Kingswood Company is a 65-year-old company and a leading consumer products manufacturer located in Columbus, OH. We serve some of the best-known retailers and brands in the world, and are seeking qualified candidates the position of **ACCOUNT COORDINATOR**.

We were recently recognized for the 3<sup>rd</sup> year in a row by INC 5000 as fastest growing companies in America. We have a culture of growth, excellence, and perseverance. We are seeking a team player interested in developing their career and contributing their skills to our growing team. You will interact with both customers and all team members in a dynamic, fast-paced environment.

This Full-Time position has excellent benefits including health care, paid vacation and holidays, opportunity for incentive compensation and retirement savings plan with employer match. This is an excellent opportunity for an individual with a critical attention to detail that would like to grow with our company.

**HOW TO APPLY:**

IF you meet the qualifications, and are interested in the position, please submit RESUME AND COVER LETTER indicating your interest in this position, to hr @ thekingswoodcompany.com.

**ADDITIONAL INFORMATION:**

Visit our website at [www.thekingswoodcompany.com](http://www.thekingswoodcompany.com) for more information about our growing company, and this excellent opportunity.

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An acceptable Drug and Background check through the Company's provider will be required upon acceptance of your offer. This will be paid for by the Company.

*The Kingswood Company is an Equal Opportunity Employer and a Drug Free Workplace.*

**NOTICE TO STAFFING AGENCIES:**

Recruiters are hereby specifically directed NOT to contact TKC directly in an attempt to present candidates. TKC will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to TKC, in any manner, will be considered TKC property. TKC will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. TKC will consider any candidate for whom a Recruiter has submitted an unsolicited resume to have been referred by the Recruiter free of any charges or fees.