



## Global Sourcing and Logistics Coordinator

**Company:** Trend Nation, LLC [www.TrendNation.com](http://www.TrendNation.com)

**Location:** Las Vegas, NV

### **Company Overview:**

Founded in 2007, Trend Nation is a multi-brand e-commerce platform that has developed over eight leading multi-million-dollar private label consumer brands. We began as an exclusive Amazon retail partner for popular brands including Tommy Hilfiger, Tumi, and Calvin Klein and have since established ourselves amongst the most experienced sellers of private label consumer goods on marketplaces including Amazon, Walmart, and Target.

Building on our track record of successful brand development and funded by tech entrepreneurs who have created billion-dollar enterprises, Trend Nation is gearing up to rapidly gain share in the Amazon marketplace. We are seeking an ambitious, creative, and results-driven individual to join our team. This is an exciting and challenging role for the right candidate and is a unique opportunity to be involved in a fast-growing company.

Trend Nation is a fast-growing e-commerce retailer that owns and operates numerous niche e-commerce brands and excels on marketplace platforms including Amazon, Target, eBay and Walmart. Our two largest product assortments are spread between clothing and accessory items and patio lawn and garden products. Over the past decade the company has been recognized as one of the top Amazon & Walmart private label marketplace partners. Our passion is bringing fun and functional products to life and delighting our customers with great value. With over 2,000 products and over 5 million delighted customers, Trend Nation is a fun, fast-paced work environment that recognizes its employees with monthly teambuilding activities, regular company-wide celebrations, and a comprehensive benefits package.

### **Position Overview:**

The Sourcing Assistant expectations and responsibilities are the following:

- Full-time employment, 40 hours per week minimum
- Assist Sourcing Department with project management and associated tasks
- Submit purchase requests to outside vendors and relays information to all involved departments
- Compiles data from multiple sources and logs all project updates in relevant systems. Jira, NetSuite, Google Docs, and Excel
- Prepares and verifies payment requests and works cross functionally with associated departments regarding cash flow opportunities
- Assists in managing and scheduling offsite quality control checks for purchase orders as well as onsite product quality inspections for when orders arrive
- Assist PD and Sourcing with inventory pulls, fit sessions, punching swatches, and testing of products in the assortment
- Assist in compliance capabilities, UL, ETL, C
- PSIA, and Prop 65
- Assist with other department related responsibilities as needed
- Assists with the sample library and works cross functionally with associated teams involved
- Responsible for tracking all development samples and logging milestones related to the development cycle
- Track and update International Shipment Log; send updates to stake holders
- Submit Amazon and Walmart inventory recalls
- Track and follow up on Recall Progress; submit follow up recalls for lost or stranded inventory
- File and submit claims with Small Parcel Carriers
- Working with customer service and Small Parcel Carriers on small parcel delays
- Create Return labels for customer returns
- Track and follow up on delayed small parcel shipments
- Prepares and audits Logistics Invoice Payment requests
- Filing freight quotes and shipping documents in internal library
- Live Trend Nation's core values.
- Test products, including wearable items, and provide feedback to any department requesting it.

**Applicant Qualifications:**

- 2 Years of College Education or Relevant Experience
- Sourcing, procurement, quality control or logistics experience preferred
- Strong written and verbal communication skills
- Strong computer skills (Must be proficient with MS Excel, Word, Google Mail)
- Ability to learn and understand new software programs
- Detail orientated and ability to multitask
- Knowledge of retail and/or e-commerce a plus.
- Knowledge of product development and international logistics a plus
- Attention to detail and accuracy; prioritize tasks to meet multiple and changing deadlines.
- Ability to work with different personality types
- Competent in conflict and deadline management
- Demonstrates “everyone sweeps the floor” mentality
- Reliable Transportation
- Must be able to pass a background check
- Mandarin language skills a plus

**Compensation:** Salary 45k-55k + Benefits

**How to Apply:**

Submit your cover letter and resume via email to: [Jobs@TrendNation.com](mailto:Jobs@TrendNation.com).

Please be sure to include **Global Sourcing and Logistics Coordinator** in the Subject line of the email.