

▷ **INTERVAL: an international company on a human scale**

- Created in 1981, Interval is the export department of 12 French dairies specialized in the production of French specialty cheeses.
- Based in France with 4 other international offices (2 US Offices, 1 in UK and Belgium) Interval has a team of 15 very motivated people.
- Our customers are mostly located in North America (59%), in Europe (26%), Asia (6%) and in about 30 other countries in the world.
- Our ambitions: Preserve and develop our French culinary heritage; Create and duplicate a stress-free and durable business model; Share our values with the greatest number of worldwide Epicureans.
Our values: Solidarity – Fun – Honesty – Quality - Priority to human being - An ever-evolving vision - Acting with passion - Daring to change.
- ***We are looking for an export coordinator to join our US team of 6 people.***

▷ **Primary responsibilities**

- Support the Account Managers on daily business development efforts,
- Track and manage customer needs and priorities through entire supply chain,
- Assist the sales team with all types of customers inquiries,
- Manage PO receipt, review, and input,
- Follow customer's payments,
- Handle quality claims from the beginning to the end,
- Assist in communication and task completion when sales team members are traveling,
- Coordinate trade shows organization,
- Will report to the East Coast Director

▷ **Passport to join our team**

- Excellent customer service attitude,
- Strong proficiency in MS Word, Excel, PPT, Outlook,
- Strong organization,
- Manage projects in a timely manner,
- Problem-solving attitude,
- Ability to manage multiple deadlines and multiple tasks,
- Excellent verbal and oral communication in French and English required,
- Personal interest in terroir products and French culture would be a plus.

▷ **Boarding pass / Package**

Starting job: Asap – September 2021

Annual Salary +/- 50K depending on skills and a competitive package (Paid vacation, 401k, Health insurance)

Flexible work arrangement.