

EMPWR

EMPWR – Account Coordinator

**YOUR
CAREER**

Account Coordinator

EMPWR is Growing – Join Our Team!

We make healthy, delicious snack bars and are expanding fast. With over 1,300 employees across modern facilities, we focus on teamwork, safety, and growth.

Be part of our journey to shape the future of healthy snacking in our state-of-the-art production facilities.

Job Summary

The Account Coordinator connects new customers with Commercial and Operational teams, serving as the on-site support for the Commercial team. This role builds customer relationships to ensure satisfaction and requires strong communication, organization, and attention to detail. It involves collaboration across R&D, warehouse, production, and office teams.

Responsibilities

- Clearly communicates customer expectations and ensures accountability.
- Guides new customers through onboarding, including product development, trials, pricing, and packaging.
- Investigates and resolves customer concerns collaboratively.
- Maintains product knowledge and ensures execution of customer requirements.
- Manages sample requests and shipping.
- Coordinates with R&D and other teams to keep projects on schedule.
- Ensures a smooth transition of onboarded customers to Customer Service.
- Supports customer visits.
- Bachelor's degree in Business Administration, Marketing, or a related field preferred.
- Three to six years of proven experience in account coordination, customer service, or a related role in a manufacturing environment
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite and CRM software.
- Ability to work independently and collaboratively in a fast-paced environment.
- Detail-oriented with strong problem-solving skills.

We offer you:

- **Health and Wellness:** Comprehensive health insurance (medical, dental, and vision) starting on your first day of employment.

- **Paid Time Off:** Enjoy 3-weeks paid time off (PTO) and 7 paid holidays, so you can rest and recharge, spend time with family, or pursue personal interests.
- **Retirement Plans:** Plan for the future with our 401(k) retirement plan options, including an automatic **3%** company contribution to help you save for retirement.
- **Salary:** \$60,000-\$80,000/year

<https://www.empwrnutrition.com/>