



## Seeking an E-Commerce Operations Manager

We love what we do and we're looking for people who are as excited about our growing company as we are! We get to be creative every day and build a great company, without red tape or bureaucracy. We have a very dedicated CEO who is focused on developing all team members in the organization. We're scrappy and get to see the fruits of our labor in real-time each and every day!

### Who You Are

You are someone who is a problem solver and well-organized. You see the big picture while being mindful of the small details. You love numbers, data, and spreadsheets.

### Position Description

As the Operations Manager, you will be working in a multi-faceted role that requires the ability to balance strategy and execution. You will be responsible for the company's operations with a primary focus on all processes related to inventory management, order processing, and order fulfillment. You will also be responsible for heading projects to improve operations and implement procedures to improve efficiency.

### What You Will Do

Own and deliver the operational plans for all operations focused on the following:

- inventory forecasting, planning, and organization
- order processing and fulfillment
- workflow management
- product development research and wholesaler management
- use data, information systems, and metrics to drive optimum efficiency
- in tandem with the marketing team, be fully accountable for the success of the e-commerce operation

### What You Will Bring

- A positive attitude, an eagerness to learn, and the ability to hustle in a fast-paced work environment
- 2+ years' experience in operations management
- Ability to operate independently but with direction
- Project planning, tracking, and organizational skills
- Proficiency with Word, Sheets, Shopify

### Logistics

- Ability to commute to Lafayette, California (East Bay)
- Comfortable working remotely in the Google Suite of software
- This is a part-time position with the possibility of full time
- Please send a cover letter and resume to [myfairy@holdthemagic.com](mailto:myfairy@holdthemagic.com)