



## Seeking an E-Commerce Inventory and 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 and data 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
- develop growth and expansion model for inventory and fulfillment as company grows
- manage vendor relationships, source new vendors as needed to meet operational needs

### What You Will Bring

- A positive attitude, an eagerness to learn, and the ability to hustle in a fast-paced work environment
- 4+ years' experience in inventory and operations management
- Ability to operate independently, with direction when required
- Project planning, tracking, and organizational skills
- Skilled in Google Sheets, Analytics, 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 potential to progress to full time
- Please send a cover letter, resume and LinkedIn page to [myfairy@holdthemagic.com](mailto:myfairy@holdthemagic.com)