

PARTNERS FOR JUST TRADE
Position Description

TITLE

Office and Inventory Manager

PURPOSE

The Office and Inventory Manager upholds PJT's core infrastructure through office and inventory management.

ACCOUNTABILITY

The Office and Inventory Manager reports to and works closely with the Executive Director.

RELATIONSHIPS

The Office and Inventory Manager serves with PJT to develop and maintain relationships characterized by vision, trust, transparency, dignity, cooperation, and education.

EVALUATION AND TERM

The Office and Inventory Manager's service will be evaluated quarterly. The term of this position is indefinite.

TIME COMMITMENT

This position is 20 hours a week.

RESPONSIBILITIES

Inventory and Sales

1. Enters all sales orders, invoices, and credit memos into QuickBooks.
2. Responsible for stockroom maintenance (inventory counts, reorganization, cleaning, etc) and fulfills orders as necessary. Advises the Executive Director when any stockroom issues arises and reports any sales or consignments that do not occur online.
3. Along with the Executive Director, coordinates receipt of products from Peru.
4. Helps the Executive Director to maintain customer relations with Retail Stores, Partnership Box Coordinators, and Consignment Sellers.

Office Management

1. Opens all mail.
2. Orders office and inventory supplies as necessary.
3. Onsite supervisor to any volunteers, interns, or temporary help.

Other

1. Communicates daily via phone with the Executive Director to provide updates about office, inventory, financial, and any other relevant matters.
2. Learns about and promotes PJT's core values, Fair Trade principles, and Producer Partners.

3. Speaks to community groups and helps with volunteer recruitment when necessary.
4. Fills in at sales events if necessary.

POSITION QUALIFICATIONS

- Attention to detail
- Knowledge of retail/business marketing strategies
- Experience in working with volunteers at all levels
- Ability and willingness to work with multi-cultural groups
- Ability to work with church and other faith-based partners

OTHER DESIRED SKILLS

- Experience working with QuickBooks
- Ability to think “outside of the box”
- Interest in Fair Trade and Peru