

OPERATIONS MANAGER

Quirk Social Ltd.

Job title	Operations Manager
Location	The Social Spot Marketplace, Cochrane, AB (208 1st Street West)
Terms	Part-time (approx. 10-20 hour/week, varies)
Starting Wage	\$17/hour

ABOUT US

Quirk Social is a social media & event management company based in Cochrane, Alberta. We believe in supporting local businesses as best we can, and have recently opened a retail store focused on locally made & inspired goods in Historic Downtown Cochrane - The Social Spot Marketplace.

ABOUT THE ROLE

Reporting to the CEO, the Operations Manager is responsible for the day to day operations of The Social Spot Marketplace through employee management and vendor communications.

RESPONSIBILITIES & DUTIES

- Oversee weekly store operations including cash reconciliation.
- Interact with customers and process sales through Square.
- Manage employee schedules and train new hires.
- Facilitate relationships with vendors, manage re-stocks and provide stock reports.
- Maintain a clean work space & store front.
- Cover shifts in the store as needed.
- Other duties as assigned by the CEO.

CANDIDATE QUALIFICATIONS

- Previous experience in a retail environment ideal.
- Previous management experience preferred but not required.
- Working knowledge of social media is an asset.
- Detail oriented, fast learner, ability to multitask and strong organizational skills.
- Computer proficient – experience with Square, Outlook & Google Drive a definite asset.
- Friendly, outgoing and professional demeanor - non-negotiable :)

REQUIREMENTS

- Must be available to work weekends and evenings until 6pm.
- Must be able to lift up to 20lbs.
- *Note: Our space is only accessible via stairs.*

TO APPLY

Please send your resume and an email briefly detailing your availability, experience and why you think you'd be a good fit for this opportunity to Kailey Leonzio, CEO – hello@quirksocial.ca with "Operations Manager" in the subject line.