

OPERATIONS MANAGER

Quirk Social Ltd.

Location	The Social Spot Marketplace, Cochrane, AB (218 1st Street West)
Terms	Part-time (24-32 hour/week, with potential to increase)
Starting Wage	\$16.50/hour

ABOUT THE ROLE

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

THIS POSITION IS FOR YOU IF YOU:

- Are excited at the opportunity to be part of a growing locally owned business.
- Have a desire to make new connections.
- Aren't afraid to take initiative & think outside the box.
- Have a positive "take over the world" kind of attitude.
- Are passionate about supporting local.

RESPONSIBILITIES & DUTIES

- Interact with customers and process sales through Square.
- Facilitate relationships with vendors, manage re-stocks and provide bi-weekly stock reports.
- Some social media and marketing tasks.
- Maintain a clean and stocked office space & store front.
- Cover shifts in the store as needed.
- Other duties as assigned by the CEO, including event related admin tasks.

CANDIDATE QUALIFICATIONS

- Previous experience in a retail environment is ideal.
- 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, Google Drive & Canva a definite asset.
- Strong grammar and writing skills.
- Friendly, outgoing and professional demeanor - non-negotiable :)

REQUIREMENTS

- Must be available to work weekends and evenings until 6pm. (currently Sun/Mon off)
- 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.