



Job Posting: Mobile Shop Administrator

5/2/2022

You can be part of the sales team at Dakota Curling Supplies in the important support role administering the schedule and operations of our fleet of Mobile Pro Shops! In this part time role, you'll coordinate between curling clubs and drivers to determine schedules and routes, market these visits through social media, and provide administrative support to the sales team.

Work will be year-round but seasonal in nature. Expect 20 hours a week July - February and 5-10 hours a week March – August. Schedule can be flexible to work around other commitments including childcare and school but must take place mainly during regular business hours. Work is full time remote from your location with occasional in-person meetings in Lakeville MN.

Job Duties

- Manage schedules and routes for four Mobile Pro Shops (2 based in MN, 1 in PA, 1 in CT)
- Research opportunities for club visits through club websites, Facebook, and regional organization websites
- Coordinate schedule availability with drivers
- Contact clubs by phone and email to arrange visits
- Maintain a public calendar of Mobile Pro Shop visits
- Update our website with information about upcoming visits
- Create graphical assets for promotion of visits on social media, newsletters, and physical posters hung in clubs (light graphic design duties are necessary for this – templates provided)
- Make social media posts to promote site visits including Facebook Advertising
- Pre and post visit administrative tasks including reminder emails, driver route reports, sales reports, re-stocking reports

Requirements

- Excellent communication skills and confidence dealing with curling clubs and DCS drivers
- Strong aptitude for technology and a willingness to learn
- Attention to detail and excellent follow-up skills when dealing with curling clubs
- Curling experience is desired but not strictly required for the right candidate

Compensation and Benefits

- Pay is \$20/hour
- Purchase curling equipment at wholesale prices for yourself and one other individual in your household

To Apply:

Email your resume and a cover letter expressing why this position interests you to:
darcy@dakotacurling.supplies