

Studio Manager

Millie B.

Part-Time

20-25 hrs/wk - Jefferson, GA

The Studio Manager is essentially the Millie B. right hand woman! You will primarily be involved with the retail and wholesale jewelry segment of Millie B. Some of these requirements are as follows:

Systematic: You will help maintain organizational structure within the studio as well as allocate tasks to other employees.

Meticulous: Overseeing the quality of all items being made. Paying close attention to detail and completing inspections of each piece.

Inventory: Biweekly inventory checks are performed to ensure the retail and wholesale segments are consistent.

Assistant: You will assist with ordering and maintaining stock and supplies.

Leader: You will train and supervise new employees. The studio manager will also assist in the interviewing and hiring.

Communication: Great verbal and written communication skills are essential.

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Daily Duties:

- Manage studio team members
- Inspecting all outgoing orders
- Manage and receive all incoming invoices and packages
- Cross check all incoming shipments for correct inventory and quantities ordered
- Check products for damages, missing pieces, or discoloration
- Updating inventory in Shopify- biweekly
- Reordering/restocking supplies and various jewelry components
- Managing the "Box Babes" - creating, packing, and checking boxes when they are returned

Qualifications:

- Highly organized and self motivator
- Leadership skills
- Attention to detail
- Great communication skills
- Excellent multitasker
- Works well in a team environment

Sweet Incentives Available!