

# Operations Team

Millie B.

## Part-Time

10-15 hrs/wk - Remote + Jefferson, GA

This position primarily operates in the clothing segment of Millie B. An operations team member works effectively and efficiently at getting clothing items processed and ready for the floor while also keeping tabs on inventory. Some of the requirements for this position include :

**Efficiency:** You will be responsible for receiving all incoming packages and processing them in a timely manner. You will be the first to see all the new incoming products! Yay!

**Meticulous:** Excellent attention to detail is vital. Proper inspection of each piece of clothing to assess for any damages, missing pieces, and/or discolorations.

**Presentation:** A pretty presentation is everything. You will be in charge of getting all of the clothing "floor-ready."

**Inventory:** Weekly inventory checks at Moss & Mane. Inventory sheets will be provided and required to be checked off.

**Assistant:** You will assist the owner in all change of collections and styling that takes place at Moss & Mane.

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### Daily Duties:

- Manage and receive all incoming invoices and packages
- Ensure all merchandise and products are properly processed in the inventory system
- Cross check all incoming shipments for correct inventory and quantities
- Check each product for damages, missing pieces, and/or discoloration.
- Hang, steam, and tag each piece
- Weekly inventory checks and organization at Moss & Mane
- Stock Moss & Mane with return envelopes and bags
- Assist owner with all collection changes at Moss & Mane

### Qualifications:

- Highly organized and self motivator
- Attention to detail
- Great communication skills
- Excellent multitasker

Sweet Incentives Available!