



Spin Ultimate

Atlanta, GA

Operations Manager (Full Time)

Company Description

Founded in 2007, Spin Ultimate is one of the largest Ultimate Frisbee apparel companies in the United States and the world. Spin provides high quality, affordable uniforms, casual apparel, and equipment for Ultimate teams, players, and fans. Spin is an official merchandise partner of USA Ultimate and in recent years has been the official merchandiser for key national championship events including the National Collegiate Championships, National Beach Championships, and the Youth Club Championships.

Spin strives to give back to the Ultimate community with a particular focus on Youth development and Gender Equity. Spin is also a member of the Fair Labor Association, an organization made up of universities, civic organizations, and socially responsible companies who work together to protect workers' rights around the world by ensuring that our factories and other suppliers meet strict labor standards.

Position Description

We are seeking a highly organized, detail-oriented and personable manager to join our team at our Atlanta headquarters to oversee all aspects of our operations, including production management, inventory planning, and vendor relations. The Operations Manager also manages a team of 5 production staff.

Our staff members are exceptionally motivated and organized team players who can prioritize and manage multiple projects with tight deadlines and competing priorities.

Reporting to our company President, this is a full-time position with competitive salary, company profit sharing, health benefits, retirement plan with company match, 3 weeks paid vacation, and a flexible work schedule.

This position requires a physical presence in Spin's Atlanta headquarters in historic Grant Park, adjacent to the Beltline.



Responsibilities

Production Management

- Serve as project manager for all team uniform and apparel orders.
- Organize, schedule, and track customer orders from inception, throughout the production process, to completion while ensuring exceptional quality and timely delivery.
- Compile and monitor customer due dates, shipping requirements, and other pertinent information to ensure timely and accurate delivery of orders.
- Manage key supplier relationships and implement cost control measures as needed.
- Place purchase orders with suppliers and ensure accurate and timely delivery.
- Ensure that products produced by Spin's suppliers meet specifications and are invoiced correctly.
- Perform detailed quality control checks to ensure orders meet Spin's high standards for quality and accuracy.
- Package orders and process shipments to customers.

Manage Production Team

- Supervise and train Production team consisting of 5 full and part time employees.
- Direct day-to-day activities of Production team members and ensure tasks are completed on a timely basis.
- Ensure team is following established production and quality control procedures to ensure custom orders meet Spin's extremely high standard for quality and accuracy.

Inventory Planning

- Coordinate with Spin's Sales & Marketing and eCommerce teams to forecast upcoming inventory needs and place orders with vendors.
- Accurately track and organize inventory and production supplies.

Qualifications

- 2-4 years of related or transferable work experience.
- Proficiency with Microsoft Office (Word, Excel) and Google Docs is a must.
- Experience with Dropbox and Adobe Photoshop / Illustrator is preferred, but not required.
- Excellent communication skills, both oral and written.
- This position requires a physical presence in Spin's Atlanta headquarters.



The Ideal Candidate

- Is highly organized and has incredible attention to detail.
- Is a problem solver and has an ability to "figure things out" on the fly when unforeseen circumstances dictate.
- Can see the big picture and anticipate future obstacles while maintaining a command of the day-to-day details of the production process.
- Is eager to learn new concepts and put them to use in a fast-paced environment.
- Manages work with competing deadlines with minimal supervision.
- Is fun loving, has a positive and creative attitude, and has an optimistic outlook.
- Takes initiative -- is a proven self-manager as well as team player.
- Will represent Spin in a professional and friendly manner at all times.
- Having a passion for Ultimate and knowledge about the sport and its unique cultures is preferred, but not required.

Education

Bachelor's (Preferred)

Salary and Benefits

- \$50,000 - \$60,000 annual salary, depending on experience
- Company profit sharing
- Health care benefits
- Retirement plan with company match
- 3 weeks paid vacation + company holidays
- Casual work environment with flexible work schedule

Want to join our team? Interested candidates should send a cover letter and resume to Spin at Jobs@SpinUltimate.com. Qualified candidates will be contacted for an interview.