



## **Spin Ultimate**

Atlanta, GA

**Position:** Production Manager

### **Company Description:**

Founded in 2007 and based in Atlanta, Spin Ultimate provides high quality uniforms and gear for Ultimate Frisbee teams, players, and tournaments in North America and around the world. For more information, visit [www.spinultimate.com](http://www.spinultimate.com).

We are seeking a detail-oriented, personable and highly ethical individual to join our team at our headquarters in Atlanta. The individual must be an exceptionally motivated and organized team player who can prioritize and manage multiple projects with tight deadlines and competing priorities.

### **Position Description:**

Full-time employee with competitive salary, 3 weeks paid vacation, and a flexible work schedule. Availability to travel and work weekends from time to time is required.

This position requires a physical presence in Spin Ultimate's Atlanta office and reports to the company President.

### **Primary Responsibilities**

1. Production management
2. Inventory planning and control
3. Maintain vendor relationships
4. Manage Production team of up to 5 employees

### **Specific Duties**

#### *Production Management*

- Serve as the lead project manager for all team uniform and tournament apparel orders.
- Organize, schedule, and track every order from inception through the production process, and to completion while ensuring exceptional quality and timely delivery.



- Compile and monitor customer due dates, shipping requirements, and all other pertinent information to ensure timely and accurate delivery of orders.
- Perform detailed quality control checks to ensure orders meet Spin's extremely high standard for quality.
- Place purchase orders with suppliers and ensure accurate and timely delivery.
- Ensure that products produced by Spin's vendors meet our tight specifications and are invoiced correctly.
- Package goods and process shipments to customers.

#### *Inventory Planning and Control*

- Accurately track and organize stock inventory and production supplies and coordinate reorders when necessary.

#### *Manage Production Team*

- Supervise and train Production team consisting of up to 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.

#### *General*

- Be a problem solver – seek ways to overcome obstacles and handle issues as they arise.
- Be a team player – help coworkers with projects as required.
- Assist with the development of new products.
- Assist in the planning and execution of key initiatives such as Spin Ultimate Academy (our annual high school Ultimate camp), player clinics, company-run tournaments, fundraisers, etc.
- Occasionally travel to tournaments to run merchandise tents at tournaments.
- Ensure the maintenance of safe and clean work environment by keeping shelves, storage area, and workstations neat; maintain clean shipping supply area; comply with company procedures and rules.



## **Qualifications**

- 3-5 years of project management or similar experience in a professional office environment.
- Proficiency with Microsoft Office (Word, Excel) and Google Docs is a must. Experience with Adobe Photoshop and Illustrator is preferred, but not required.
- Excellent communication skills, both oral and written.

## **The Ideal Candidate**

- Must be able to work under tight deadlines and minimal supervision.
- Must be able to take initiative; is a proven self-manager as well as a team player.
- Extraordinarily organized and detail oriented with the ability to multi-task and manage multiple, sometimes competing priorities.
- Able to conceptualize, create new methodologies, and implement ideas in a fast-paced operational environment.
- Must have a positive attitude, optimistic outlook, and enjoy interacting with customers.
- Must represent Spin in a professional and friendly manner at all times.
- Having a passion for Ultimate and knowledge about the sport and its unique culture is preferred, but not required.

Interested candidates should send a cover letter and resume to Spin Ultimate at [Jobs@SpinUltimate.com](mailto:Jobs@SpinUltimate.com). Please note that only qualified candidates will be contacted for an interview.