

## Operations/General Manager

### **Details:**

- Full Time
- Local to Downtown LA area
- Bachelors Degree, Associates Degree, or college coursework
- Pay TBD

### **What we're looking for:**

- At least 3 years of administrative, sales and/or managerial experience
- Quick learner with a high level of initiative and attention to detail
- Strong organizational, time management, and problem solving skills in order to prioritize and complete tasks quickly and successfully
- Ability to function with a moderate degree of independence, manage medium to large size projects, and interact effectively with a broad range of individuals
- Capable of setting priorities with minimal direction, managing confidential/sensitive materials, and making decisions of moderate importance in the absence of Executives
- Proficient in Microsoft Office; familiarity with QuickBooks a plus

### **Job Responsibilities:**

The Operations/General Manager will provide support to the CEO and assist with overseeing business operations, some of which include but are not limited to:

- Act as primary point of contact for wholesale accounts and brand ambassadors
- Screen incoming calls and correspondence; respond to general questions from internal and external customers independently when regarding area of responsibility
- Work alongside Sales Manager on maintaining cost and inventory control
- Compose and edit letters, memoranda, and reports; handle the processing of a variety of company documents, including personnel and account files
- May provide guidance to lower level administrative personnel
- Manage Executive's calendar, independently schedule appointments, and generate department calendar to relevant individuals
- May develop, coordinate and maintain database system to provide management with accurate costs and product related information
- Ensure deadlines and performance standards are established and met
- Ensure compliance with all Company policies and procedures
- Use a high degree of professionalism with external and internal contacts
- Perform related duties as assigned