

## RepYourWater Operations Assistant

Everyone at RepYourWater will have a hand in almost every aspect of the business within reason. This position has certain minimum requirements, but the position duties could vary depending on the skills that the applicant brings to the table beyond the minimum. Please be sure to mention if you have any of the additional valuable skills listed below.

### Minimum Requirements

- Comfortable and skilled with technology. This may include previous knowledge of our systems but must include the ability to learn them quickly. They include but are not limited to: Gmail, Google Drive, Shopify, Stitch (for inventory), Mailchimp, Excel, Shipping Easy, Adroll, Facebook ads, Instagram, etc
- Great communication skills and willingness to share knowledge and be trained and accept feedback
- Willing and able to regularly lift up to 45 pounds for fulfilling orders, stocking shelves and inventory organization purposes
- Willing and able to accurately and efficiently pack wholesale and direct customer orders
- Willing and able to attend trade shows and interact with customers
- Interest in and knowledge of fly fishing
- Belief in and willingness to further the RepYourWater conservation mission and vision
- Organized and tidy
- Team mindset

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### Additional valuable skills:

#### Marketing

- Knowledge of and willingness to expand knowledge of marketing strategies in the fly fishing industry
- Create content for, edit and test email marketing campaigns
- Ability to learn MailChimp
- Provide and find appropriate content for social media
- Monitor social media and interact with customers on social media

#### Inventory Management

- Assist with ensuring inventory is accurate in system
- Assist with purchase orders of all inventory
- Ability to run reports of inventory including values, best selling, etc.
- Assistance in best practices for storage and accounting of inventory

#### Customer Service

- Provide excellent and appropriate customer service to direct and wholesale customers in person, on the phone and in writing

#### Design/Layout

- Assist in laying out basic design for technical design packs for manufacturing using Illustrator
- Experience with Photoshop for photo processing or image creation

Compensation	Hourly compensation for 30-40 hours/week. Hourly rate dependent on experience and skill set varying between \$13-\$16/hour with potential for growth
Benefits	<ul style="list-style-type: none"><li>• Ability to apply for fishing and outdoor industry discount or “pro” programs</li><li>• Relaxed, casual work environment with great coworkers</li></ul>