



Job: Operations Manager
Company: Human Collective
Primary Location: Dublin City Centre
Schedule: Full time

Human Collective

Human Collective is an award-winning Irish Sustainable Clothing brand with a mission to spread equality through the clothes we wear. This is a fast-paced, ever-evolving environment and is ideal for those applicants who believe in social justice and the power of change.

The Role

We're looking to hire an Operations Manager to join our ever-growing team. This is an exciting and busy role which will encompass many business functions. Best suited to someone who is very well organised, with a broad skill set and a high attention to detail, we are looking for an energetic candidate who can play an active role in growing a progressive Irish fashion start up.

What you'll do:

- Provide complete administrative support in operations, logistics, sales, customer service and marketing.
- Excel in providing first point of contact account management for B2B/B2C customers.
- Assist in managing and fulfilling Corporate Orders.
- Generate Service Level Agreements with Corporate clients and suppliers.
- Accompany Management to client and supplier meetings.
- Positively represent the brand at off site talks, presentations and Pop-up Shops.
- Assist with production, new brand projects and liaising with retailers.
- Assist with accounts & payroll where necessary.
- Maintain stock levels.
- Assist management with the day to day operations not listed herein.

What you'll bring:

- Experience managing and completing multiple priorities in a timely manner
- Enthusiasm, clear communication and great organisation.
- Experience working in a fast-paced B2C / B2B business.
- Competent in Word, Excel, Powerpoint, G-Suite and Outlook.

Advantageous but not essential.

- A passion for fashion and social justice
- Experience in Customer Relationship Management
- Experience doing basic Graphic design, Photoshop, indesign, Canva, Powerpoint
- Experience working in a start-up.
- Full Driving License

How to apply:

How to apply: If you're interested please send your CV and cover letter to peter@wearehumancollective.com citing 'Operations Manager in the subject line.