



Position Description: Business Management Contractor

About Kaleimamo Hawai'i

Kaleimamo Hawai'i (KH) is a Native Hawaiian family-owned small business seeking to connect families through culture and sustainability so that we can leave our world a better place for all generations to come. We are Hawai'i's premier cloth diaper company, retailing various styles of modern, reusable diapers online and in-person. We also sell related eco-friendly accessories and other family-focused products. We strive to create quality products that are effective, eco-friendly, and designed to authentically share the stories of our Native Hawaiian people. We also provide online educational resources to better support families exploring more sustainable diapering options and contribute to nonprofits serving Hawai'i's communities.

Overview

Our company is growing rapidly and in need of a Business Manager. The Business Manager is responsible for working closely with KH ownership to manage and implement the day-to-day operations of KH. We appreciate you taking the time to review the list of qualifications and applying for the position. If you do not satisfy all of the qualifications, you may still be considered depending on your level of experience.

Primary Responsibilities

Business Development and Administration

- Organizes and manages all business operations and allocates responsibilities to other employees and contractors.
- Helps determine and achieve financial objectives by preparing an annual budget, projecting and managing expenditures and income, and analyzing variances.
- Provides information and support to KH's accountants/CPAs to ensure accurate accounting and completion of tax returns.
- Completes state and county general excise tax forms and payments.
- Recruits, selects, trains, and manages employees or contractors to maximize performance.
- Promotes a safe, welcoming, supportive, and performance-oriented work environment.
- Ensures business compliance with all relevant laws, regulations, procedures, and reporting, especially legal health and safety guidelines relating to products designed for children.

- Conducts research and keeps abreast of market trends to support strategic business planning.
- Regularly meets with KH owners to provide updates, discuss business strategy and needs, and receive direction and other tasks as assigned.

Communications and Marketing

- Maintains and updates the business website as needed.
- Connects KH with existing and potential customers, partners, and other key audiences through social media and other appropriate communications and marketing channels.
- Maintains excellent customer relations and is a positive brand ambassador.

Sales

- Manages sales, including order fulfillment, coordination and attendance of in-person events, returns, warranty claims, etc.
- Manages current wholesale accounts and expands KH's wholesale business
- Formulates pricing policies by analyzing market trends in relation to KH's business strategies.

Product Development and Supply Chain

- Ensures a consistent supply chain for all business sales channels by monitoring stock levels, projecting future demand, and working with manufacturers and designers to set and achieve necessary timelines.
- Implements an organized and accurate inventory management system.
- Works with designers and subject matter experts and conducts independent research to create new prints for KH products that authentically reflect Hawai'i and Native Hawaiian culture, language, and values.
- Conducts new product research and development.

Qualifications and Skills

- High school diploma. Degree in business administration, sales, or relevant field preferred.
- Minimum of 2 years of retail management experience and knowledge of retail management best practices. Ecommerce and small business management experience preferred.
- Working knowledge of ecommerce, retail, business management, and other relevant software, including Microsoft Office, Google apps, Shopify, Quickbooks Online, etc.
- Experience creating and managing budgets, making income and expense projections, and analyzing financial and other data preferred.

- Familiarity with cloth diapers and other baby products, Native Hawaiian language, culture, flora and fauna, and existing connections in Hawai'i's small business community highly preferred.
- Excellent organizational, management, and leadership skills.
- Self-motivated, analytical, and adaptable to change.
- Outstanding communication and interpersonal abilities.
- Must be able to safely carry up to 50 pounds and stand for extended periods of time.

Work Hours and Location

This is a full-time position. Standard work hours are 8 a.m. to 4:30 p.m. Monday through Friday, however, a more flexible schedule can be arranged and occasional work will be required on weekends. This position is not compensated on an hourly basis. It is the contractor's responsibility to fulfill their contractual obligations regardless of their hours worked. It will sometimes be necessary for the contractor to work more than 40 hours per week to fulfill such obligations.

This is a hybrid position. Much of the work can be conducted remotely but regular tasks, such as package fulfillment, require in-person attendance. The primary work location will be in Honolulu, O'ahu. Work will also be conducted at other locations, as needed, most frequently for pop-up shops and in-person markets.

Contract Arrangement and Compensation

An independent contractor will be hired to fill this position for a one-year contract term, terminable by either party at any time and for any reason. Total annual compensation for this contract will range between \$45,000-\$70,000, including general excise tax, depending on the contractor's skills and experience. Incremental payments will be made on a monthly basis, considering the contractor's adequate fulfillment of the contracted responsibilities.

Travel

Infrequent travel may be required.

How to Apply

To apply, please email a cover letter and resume to aloha@kaleimamo.com with the subject, "Business Management Contractor Application." Any questions about this position may also be directed to the same email address. Applications will be reviewed and applicants contacted for interviews on a rolling basis until a desired candidate is contracted.