



Manager- Inventory & Office Operations

The ideal candidate will excel in:

- Creation, maintaining, and implementation of pack projects including but not limited to:
 - Inventory Management (experience in NetSuite preferred)
 - Scheduling Packs
 - Vendor Relationships and Ordering
 - Shipping & Logistics
- Communicating effectively with team and clients.
- Leadership- set up and lead packs and pack staff.
- Office Management- organize and maintain office daily. (M-F in office, this is not a remote position)
- Organization- to the point others think you are extreme.

Cheers in a Box Product Management

- Secure and protect quality of custom Cheers in a Box projects.
- Execute quality control of all box orders.
- Represent and serve as liaison for vendors of Cheers in a Box.
- Ensure and support quality control including (but not limited to) - item selection, unique features, and curated collections.
- Foster unique and quality products from distinctive businesses.

Vendor management

- Propose new ideas and themes for boxes, experiences, and products.
- Research new potential partners/vendors with a focus on small, women-owned, and minority-owned businesses.
- Procure samples and document experience.
- Negotiate pricing and recommend vendors.
- Place orders and coordinate replenishment schedules.

Inventory and Pack Management

- Manage all PO's and receive shipments in Netsuite- experience with software preferred.
- Schedule packs and coordinate pack team.
- Manage and oversee pack for efficiency and quality.
- Verify and submit payroll of pack team post-pack.

Shipping / Receiving

- Work with clients on their address database to ensure accuracy.
- Create shipping labels using UPS software.
- Pull reports and tracking to provide real time updates to Client Services.
- Work through undeliverable boxes and options with client for re-shipments needed.



- Rectify unexpected delays using creative problem solving to resolve issues while still exceeding client expectations.

Office Management

- Operation of the office daily.
- Receive shipments daily and log them.
- Order office items, materials, supplies and equipment as needed.

General Qualifications and Skills

- Education - College Degree
- Excellent communication skills: verbal, non-verbal and written.
- Can adapt to last-minute changes while maintaining attention to detail.
- Remain thoughtful and exhibit care, empathy and urgency when resolving problems.
- Capable of proactive, critical thinking vs. reactive, 'tell me what to do' approach to service.
- Work cohesively with colleagues as part of the team while working autonomously as needed for execution of orders and vendor management.
- Must be able to exert physical effort, including lifting up to 35lbs, and actively moving around to manage and assist staff during packs.

Salary & Benefits

- Salary range: \$55,000 - \$70,000 commensurate with experience.
- Based in Chantilly, VA - must be able to work onsite and have transportation, M-F. (This is not a remote position).
- [Email](#) resume with a Cover Letter expressing an example of critical thinking in a past job and how it relates to this role to: careers@cheersinabox.com.
- Position will remain posted until it is filled.
- Benefits: 401K options after one year of employment. Paid vacation.
- Startup business = Tremendous opportunity.