Operations Assistant
Anchal is seeking a passionate and dedicated individual to join a fun, fast-paced social enterprise. Our non-profit team is composed of passionate designers, innovators, and storytellers. Anchal’s Operations Assistant works directly with our Operations Manager to support all inventory management, product quality control, e-commerce management, order fulfillment and pop-up retail sales.

This part-time position, based in Louisville, presents a unique opportunity to design change in the world and join an innovative global team. We provide competitive pay, a generous employee discount, and an opportunity to work with a successful and growing company.

About You:
• You are passionate about Anchal's mission and possess sincere enthusiasm for creating social impact in the world.
• You are extremely organized with superior attention to detail.
• You possess a strong work ethic with a “no task is too small” mindset.
• You are self-motivated and take initiative to develop solutions without being asked twice.
• You can communicate with confidence and efficiency.

Responsibilities:

Inventory Assistance
• Assist with monthly product shipments from India including quality control, product preparation (washing, ironing & trimming), making tags, printing bar codes and shelving all products.
• Maintain organized inventory of all products in stock room.
• Support stock room organization including cleanliness and orderliness.
• Assist with monthly product inventory reports.
• Assist with product photography for online store.
• Assist with building CSV files uploaded for web product pages.

Order Fulfillment
• Pull and pack online orders for customers and wholesale accounts including creating boxes, ironing products, packing, weighing boxes, printing labels and writing thank you notes to our customers in excellent condition / presentation.
• Maintain the highest of quality standards.

Other
• Pack products and merchandising display for pop-up events.
• Attend and provide excellent customer service at pop-up events with support from other team members when needed.
• Administration assistance as needed.

Physical Requirements:
Intermittent sitting, standing, climbing, stooping, and bending while filling orders, ironing products, or storing goods. Must have excellent sense of balance. May need to lift up to 50 pounds.
**Education and Experience:**
- Good organizational skills, detail oriented
- Good interpersonal and communication skills
- Familiarity with POS systems (preferred but not required)

**How to Apply:**
Please complete the form below. It will require you to upload a cover letter and a résumé.