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LOVE BY
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//KEEPIN'
IT REAL

BE.

Position
Description

PRODUCTION MANAGER &
LOGISTICS GURU

INSPIRATIONAL BANGLES FOR INSPIRATIONAL WOMEN



CHANGE WILL NOT COME IF WE WAIT FOR SOME
OTHER PERSON OR SOME OTHER TIME.
WE ARE THE ONE'S WE'VE BEEN WAITING FOR.
WE ARE THE CHANGE THAT WE SEEK.

WHO IS BE.?

We are the woman who wakes up each morning wondering if she is good enough. We are the girl who looks in the mirror and decides to not to eat that day. We are the woman who gives up on her dream to travel the world because her family doesn't believe she can do it. We are the mother who questions her ability to raise her children.

We represent a group of women and girls who are reclaiming our power. We're here to smash through the illusion of perfection we're sold day in and day out. We're here to tell you that you're enough - as you are - right now.

We are combatting the 5,000 advertising messages you receive every single day. Messages telling you to eat less, buy more and look different. We're telling you that you are enough. That you are more than how you look. That you're doing the best you can. That no matter what your situation, you'll get through it. That all you need is within you now.

WHY JOIN THE BE. TRIBE?

Hey there, I'm Chantelle – the founder of Be. And I'm SO excited that you're interested in joining the Be. Team.

It's been quite a journey to get to this point, and we've now officially made Ocean Grove our home. WOO HOO!

I'd say we're not your typical company. I'm less interested in what you've done and more interested in what sparks the fire in your heart.

I want to know that you're doing your job, but I care far more that you love what you're doing, and that you're growing, contributing and believing that you're making a difference.

I believe wholeheartedly that people do their best work in positions that they love, and at companies they really care about.

And that's what we stand for.

If you like what you read, then please apply!

PRODUCTION MANAGER & LOGISTICS GURU

We're a small business and we're on the hunt for an incredible Production Manager who knows how to Get Shit Done. Your job will involve recruiting and working with a team of bangle packers to make sure our bangles are packed beautifully, efficiently and on time. You're a people person who knows how to empower, work with and motivate a team. You're a natural problem solver, organised and you thrive when you're making systems and processes work as efficiently and effectively as possible.

You're someone who understands the power in inspiring women to reach for their dreams and grow into their full potential.

At your core, you're a motivated and organised people person.

You can juggle multiple jobs – organising packing parties, packing bangles, making sure we've got enough boxes / stickers / etc. to pack everything, AND you're great at spotting potential pitfalls before they become problems.

KEY RESPONSIBILITIES

You'll be working autonomously, so you'll know how to get stuff done even without a lot of guidance. You're a natural problem solver, so if you can find a way to make something better – you'll do it.

Most of all, you need to care about what we do.

Be. is about so much more than just bangles.

We expect you to :

- Organise packing parties at least once a month. This will include setup / packing of bangles and pack down.
- You may need to recruit new team members if some are away on holidays or unable to attend.
- Ensure the packing party days work run as smoothly as they possibly can.
- Ensure the bangles are being packed to a high standard. Stickers are put on straight - boxes folded neatly - and everything looks beee-you-ti-ful.
- Determine inventory levels and work closely with our Founder (me!) to ensure we have enough of what we need.
- Regularly check in on Slack / Trello / Shopify systems and communicate regularly with other team members.

QUALIFICATIONS & EXPERIENCE

- Professionalism

You've got fantastic organisational skills, a high level of professionalism and excellent time management skills. You're passionate about representing our brand and what we stand for.

- Experience organising and managing a team

You will have had previous experience in a role where you're managing and working with a team. You're a people person and you know what it takes to help people feel engaged and motivated.

- Organised and Self-motivated

You're responsible with your own schedule and manage your time to get stuff done. You don't need someone looking over your shoulder, because you know what there is to do without much guidance. Go-getters and trailblazers please apply!

YOUR VALUES & COMPETENCIES

- You're uniquely people-oriented.

You love cultivating productive relationships. You make friends easily, and you have a natural ability to relate to people from all walks of life. You aren't intimidated by meeting new people, in fact, you thrive in new environments. You love bringing out the best in people. You'll know what it takes to engage people and have a passion for doing so.

- You're an organized go-getter who is confident with inventory, stock management and control.

You have an inbuilt organisational genius that you unleash whenever necessary. You're switched on, intelligent and you'll ensure that we're never running out of things that we need!

YOUR VALUES & COMPETENCIES

- You're self-motivated

You can motivate yourself to get the job done, without the need for constant attention. Be. is a small business, so you'll be required to take initiative and make your own decisions (sometimes without guidance). There is no micro-management here. You ARE the leader.

- You're a great communicator

You understand how to communicate well to people of all ages and from all walks of life. You appreciate many forms of communication and thrive in developing relationships. People understand you clearly and you are able to get your message across in a simple, concise and clear manner.

- You have a keen eye for detail

You're not a perfectionist but appreciate things being done in the best way possible. You have the ability to spot key areas for improvement as well as areas of significant potential.

WHAT'S IN IT FOR YOU?

- This is an opportunity to pioneer an exciting business with a small but committed team.
- You'll get to connect with a great team of bangle packers (and a pretty cool core team, if I do say so myself).
- You'll expand your professional experience in production management with an opportunity to develop new skills and meet contacts from a variety of industries.
- It's an opportunity to develop new skills in logistics and management, plus build relationships within the social enterprise, retail and fashion industry.
- Work on something that you're passionate about and make a difference.

TIME COMMITMENT

Because this is a new position, the hours will vary week to week based on when our stock comes in and how quickly we expand.

This is a casual position! On the quiet weeks, there may be only 1 hour of work (that can be done from home), but during the packing party weeks, work may increase to 6 - 8 hours a week (or maybe more).

From a timing perspective, ideally you'll be available to organise packing parties on a Monday / Wednesday or Friday - with a start time after 11am.

There may come times where you need to do more than 8 hours per week, so flexibility is appreciated.

This is a new role so we're not sure of everything this role will entail. We're a growing business and we'd love you to grow with us!

GOOT
IT?
lets go!

Apply at

<https://journeyofbe.typeform.com/to/qg4Rd4>