### KREYÒL ESSENCE®

### 100% NATURAL + ETHICAL BEAUTY PRODUCTS FROM HAITI

Job Title: Operations Coordinator

Reporting To: Operations Director

Location: Miami FL (hybrid; in-office 3x/week)

#### About Us

Kreyol Essence (KE) makes natural + ethical beauty products with ingredients from Haiti. Our signature ingredient is Haitian Black Castor Oil as well as Moringa Oils. Kreyol Essence products are formulated specifically for those with dry hair, dry skin and curly hair. As a social business, we create work for over 300 farmers and women, plant to conserve the environment and seek to empower the women who craft our products and the women who use them.

#### Scope of Work Overview

This position will focus on supporting the U.S. supply chain process of the company by helping to coordinate suppliers, co-packers, distributors, and warehouse staff to efficiently execute our operational objectives. This position requires a highly motivated individual with strong communication and problem-solving skills. The ability to plan, prioritize and organize a diversified workload is a must.

#### **ESSENTIAL JOB RESPONSIBLITIES:**

### **Production**

- Act as main point of contact for contract manufacturers and communicate with suppliers and vendors.
- Work with operations director and innovations director to procure all components necessary for production and ensure on time delivery.
- Create and submit Purchase Orders to produce finished goods.
- Manage Production Orders to ensure on time completion.
- Reconcile production runs (collect & store documentation, confirm quantities, calculate yield).

### **Inventory Management**

- Track and report inventory by location in systems (e.g., NetSuite and Excel).
- Establish and maintain reorder / stockout SOP.
- Restock inventory locations, as outlined in SOP.
- Provide accurate inventory reports and analysis.
- Produce statistical reports, completes a physical inventory, and perform cycle counts as required.
- Maintain reliable sources of ingredients and other material inputs, track purchasing.

### Sales Order Fulfillment (B2B / Wholesale)

Receive Sales Orders and input order information into ERP system

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- Coordinate order prep, according to partner-specific requirements
- Schedule / coordinate freight (if required)
- Follow order through to on-time completion
- Invoice B2B customers on vendor portals or EDI dashboards

### Logistics & Freight

- Submit RFQs to various freight partners to find lowest possible rates.
- · Coordinate pickup and delivery of freight.
- Track and monitor monthly spend & performance.

### <u>Administrative</u>

- Maintain a bi-weekly work plan on Excel and Monday.com
- · Perform regular COGS optimization and analysis
- Research and source suppliers, ingredients, and resources; organize findings on a grid for easy side-by-side comparison.
- Create and maintain standard operating procedures for recurring operational tasks.
- Maintain files in an organized manner on Box.com in order to ensure ease of access to information.

#### **QUALIFICATIONS:**

- Associate's degree and four years of advanced training, education, or experience relevant to performing Operations and logistics task.
- Must be proficient in a variety of word-processing, database, and spreadsheet software applications and programs (Specifically MS Office Suite Word, Excel, PowerPoint).
- Strong email and calendar management skills (Microsoft Outlook)
- Familiar with Monday.com or other project management application/software.
- Strong and effective verbal and communicate effectively verbally and in writing.
- Must have organizational skills, able to multi-task, be self-motivated, and able to work independently to meet deadlines.

**PREFERRED:** Experience with manufacturing, logistics, CPG, Supply Chain and/or Project Management.

#### PHYSICAL DEMAND:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- · Able to sit or stand and walk throughout the scheduled work shift
- Able to lift and/or move up to 50 lbs. on a continuous basis throughout the work day
- The employee is required to move around the office.
- Some off-site work and/or travel will be required.

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This job description is not a comprehensive listing and is subject to change at any time and will include other tasks and duties as assigned.

### **HOW TO APPLY:**

Interested candidates must submit a resume and cover letter to <u>careers@kreyolessence.com</u> Please include 'Operations Coordinator' followed by your full name in the email subject line.

A background screening and reference check is required for this position. No phone calls from candidates or third parties please.