



GENERAL SUMMARY

The Studio Manager is responsible for packing customers' orders, managing inventory and additional tasks for the operation of the business. Our studio is located at Industry City in Sunset Park, Brooklyn. The schedule for this part time position is 2-3 days a week with total hours starting out at 10-15.

JOB RESPONSIBILITIES

Shipping orders

- Fulfill daily orders from our system by pulling, packing, and completing paperwork for each shipment
- Complete additional paperwork for wholesale shipments
- Deliver packages to UPS/USPS

Inventory Management

- Manages inbound inventory shipments from our manufacturers
- Counts inventory and conducts quality control when new shipments arrive
- Communicates damages to our supplier
- Organizes new inventory receipts in studio warehouse
- Maintains accurate inventory counts
- Provides updates on low stock for supplier reorders

Studio Organization

- Maintains shipping supply levels and manages reorders accordingly
- Maintains studio organization and processes

JOB REQUIREMENTS

- Ability to plan, prioritize and focus on attention to detail
- Comfortable working on their feet
- Positive attitude
- Ability to lift 50+ lbs
- Vaccinated - Covid 19

ABOUT THE COMPANY

Love Bubby is a lifestyle apparel brand that specializes in statement designs. Living by the motto “You are never too young to make a statement”, their collection focuses on t-shirts, bodysuits and sweatshirts that are designed with a pop culture spin. Known for their premium quality and compliment provoking designs, they are quickly becoming a favorite brand of little ones {and their parents} everywhere. This year marks their 5-year anniversary since launching. You can find the brand in 250+ stores worldwide, Amazon, shoplovebubby.com + more.

FUN FACT: Love Bubby was featured on Oprah’s Favorite Things Holiday list in 2018.
{Yes, Oprah!}

Interested candidates: Email jaime@shoplovebubby.com