

OPERATIONS COORDINATOR

DRUNK STONED OR STUPID created the best-selling party game of the same name. Since its release in 2015, DRUNK STONED OR STUPID has become one of the top party games for the 18+ audience.

With several best-selling games now on the market, we are expanding further, and we're looking for a few talented individuals who share our same sense of humor, creativity and energy.

The OPERATIONS COORDINATOR at DRUNK STONED OR STUPID has a wide variety of day-to-day responsibilities at our small, but growing company. The main focus will be to work with our printers, shippers, customers (retailers and distributors), and with our warehouse, to insure smooth delivery of our product.

Exempt, full-time position with benefits

Reports To: SALES & OPERATIONS DIRECTOR

Responsibilities

Manufacturing & Shipping Operations: 40%

- Oversee prep of product for retail customers prior to delivery
- Manage all manufacturer and print broker relations; oversee schedules for all printings
- Oversee all shipping to retail customers; point person for any delivery related issues
- Negotiate shipping rates

Inventory/Warehouse Management: 25%

- Update and track all inventory; improve inventory management systems
- Main contact for Company to US and International Warehouses
- Assess future warehouse opportunities for Company
- Improve various inventory systems, including how orders are transmitted to warehouses
- Working with SALES & OPERATIONS DIRECTOR, propose future printings based on rate of sales.

Sales Operations: 25%

- Process retail orders thru SPS and retailer-specific portals
- Address all Amazon (US, Canada and UK) operational issues
- Set-up accounts for small retailers and process orders thru Company website
- Point person on sales related inquiries (returns, etc.) from customers thru Company website

Office Operations: 10%

- Oversee all operational issues with regard to Santa Monica office; primary contact to property manager
- Makes proposals for policies and procedures company-wide

Requirements

- **College graduate**
- **4+ years of relevant operations-related work experience**
- **Proficiency with retail PO order flows (either buy or sell side)**
- **Understanding of SPS Commerce or similar EDI software a plus**
- **Knowledge of printing/shipping processes a plus**
- **Ability to work with little supervision and track multiple projects**
- **Outstanding organizational and coordination abilities**
- **Excellent communication and interpersonal skills**
- **Comfortable in small, casual office environment**
- **Can easily recite quotes from the movie “Happy Gilmore”**