

Title:                   **Operations Coordinator**  
**NOTE: The Ideal Candidate must be BASED IN Calgary**  
**Consideration may be given if the Candidate is ready to relocate to Calgary**  
**prior to December 29, 2015 / over the Christmas Season**

Wage:                   **\$18-\$20 / hour** - Starting Wage - during Probationary Period of 3-6 months,  
commensurate with previous experience and demonstrated competence.

Start Date:           As soon as a person with the right "character fit" and skill-set is found.  
MAY start in December 2015; Ideally to start no later than January 4-15, 2016

Do you have experience "behind the scenes" - with responsibility for creating and implementing business operations / systems?  
Have you been known to be self-directed in new environments and situations, and have strong time-management skills?  
Can you quickly re-prioritize ever-changing task lists, with a natural attention to multiple variables of data and detail?  
Are you able to lead cooperatively and collaboratively, being "go-to" / point-person for more than one team at a time?  
Do you enjoy logistics, organizing, numbers, and creating documentation / policies and procedures?  
Do you communicate with all team members accountably, taking consistent responsibility for your actions?

Position Summary:

The Operations Coordinator is the **right hand** to the Owner. This co-leadership position with our young and vibrant company, is **primarily responsible for "Backstage" Development, to ensure that existing and new processes are created / refined, documented, and consistently implemented, to poise us for the next phase of growth.**

The successful candidate will be trained by the outgoing Operations Coordinator, and will be responsible to engage with the Owner in a co-creative way, regarding specific areas of Operations, including: Product Acquisition / Tracking / Inventory; Human Resources, Service Levels of Production and Retail Sales Teams, Online Store Orders, and Basic Administration including some Book Keeping.

- 1) Primarily Responsible with the Owner, for ALL logistics and communication / supervision of all Entrance-Level and Leadership Staff, both "Backstage" (Production and Merchandising) and "Frontline" (Sales – Store, Online and Festival) Service Levels and Participation.
- 2) Secondly, after demonstrating competence in #1 above, Responsible to Participate in a co-creative way over the next 2-3 years with the Owner, to assess the viability of potential new directions for the company, including optimizing the skills and passions / interests of current and (as required) future team members.
- 3) Thirdly, this Role assists the Production Coordinator and Store Coordinators in the areas of Logistics pertaining to Membership / Community Engagement or Following, including Customer Satisfaction means and goals.

Key Competencies:

(see next page)

The Store Coordinator needs to have the **experience, initiative, and time-management skills** needed to demonstrate a **self-directed work ethic**, capable of **accountable communication** with the Owner, Production Team and Store / Merchandising Teams, to effectively see that all tasks as listed on the next page / below, are accomplished:

Intermediate Skills:

- Responsible for the organization and maintenance of stock and inventory "backstage" / Bolli Imports' HQ

- Point-person / Key Liaison between the Home Office, Warehouse, and a Store in Prince George
- Support person to the Owner as he liaises with the Store in Kensington, Calgary
- Coordinating Timelines on Simultaneous Projects, Receiving of Stock / Staff / Goods / Vehicles
- Communicating with all facets of Company (Production Employees / Stores / Seasonal Staff)
- Staff Scheduling / Hiring / Coordinating / Training including Tallying Payroll Hours
- During peak season (see below) Candidate will be required to continue to coordinate and schedule meetings with the Owner and Seasonal Staff amidst multiple responsibilities and potentially unpredictable circumstances.

NOTE: "Peak-Season" for this company is Festival Season, from April to September of each year. Extra hours *may be* required, and can be balanced out with the quieter "Off-Season" October through March.

Base Level Skills:

- This position *can be* physically demanding, therefore the Candidate must be able to bend, safely lift (over 30lbs), climb stairs in Company warehouse, and have basic physical stamina (respiratory and cardio ability)
- Ownership of a Car, and valid Driver's License / safe Driving History is essential.
- The Candidate will be required to learn how to drive a truck and trailer (up to 18' long)
- Ability to work in multiple locations in Calgary's NE - Warehouse (Castleridge); Home Based Office (Thorncliffe); and Secondary Storage Site (Falconridge); potentially also from Home pending demonstrated competence and necessity
- Use of E-mail via Company Laptop and Cell Phone extensively and exclusively / in a disciplined manner.
- The Candidate will be required to use / learn Google Docs and Dropbox for essential documents and files.
- Ideal Candidate will have had some experience with the basics of Excel / Word, Numbers / Pages and/or digital spreadsheets and a calculator.
- Basic Book Keeping (The Candidate will be required to learn the basics of QuickBooks if not currently versed, to assist with Book Keeping)

If this is you, we would like to hear from you!

Please forward your Resume and a Cover Letter

**before or by NOON (12pm), MONDAY NOVEMBER 30th** to :

Skye Haddow  
 Operations Coordinator  
 Bolli Imports Inc.  
[skye.ehaddow@gmail.com](mailto:skye.ehaddow@gmail.com)