

OPERATIONS ASSISTANT

POSITION INFORMATION

Artemisia Herbs creates small batch, high integrity products, made with locally sourced, wildcrafted, and/or organic ingredients. We sell our products on a local, national, and international level, and strive to have excellent customer relationships with our clients.

The perfect prospect is someone who excels in operations / office work but has an interest in working with herbs and plants.

We are seeking someone to assist with the operations of a small but growing herbal production company.

Description of tasks, division of labor, and duties are outlined below.

WORKING CONDITIONS

Work Setting:	Office / lab and off site market setting. Must be able to lift 50# easily, maintain a clean space, and work efficiently. Work setting is often solitary with some interface with the office manager/intern. Work setting is with 1-2 other people in the lab, and with customers continuously at markets.
Schedule:	Monday, Wednesday, Thursday Opportunity for Tuesday and/or Saturday at Farmers Markets
Customer Interactions:	Customer interactions through emails, phone calls, and in person
Compensation	\$15-\$18/hr DOE

Qualifications:

- Excellent communication skills and willingness to work as part of a team; must be coachable (ability to take feedback and focus on growth opportunities)
- Ability to master knowledge of all products
- Effective time management skills, strong work ethic and integrity
- Have reliable transportation & Working Cellular Phone with Data
- Responsible, reliable, and timely. Must be able to commit to Saturdays as this is when markets are
- Organized, able to see inefficiencies and streamline processes
- Administrative Experience

Applicants with following experience will take priority:

- Experience with adobe programs (if none, will teach)
- Experience working farmers markets
- Herbal knowledge - preferable within this bioregion
- Excellent writing skills
- Moderate Wordpress interfacing skills
- Experience using Mailchimp

Terms of Work & Evaluation:

- 2 month evaluation period: 1st month to see how an employee fits with current structure, month three to evaluate flow of work etc.
- Term is 7 months. To be evaluated thereafter by Artemisia continue.
- **If for any reason the term must be terminated, both parties must allow at least 1 month notice prior to leaving.**

Outline of Office Duties to be Performed (includes but not limited to)

Task	Duties
Order Fulfillment	<ul style="list-style-type: none">● Log orders in log book● Pull orders from backstock● Pack orders for mail or delivery● Assist with billing as needed
Office Supplies / Materials	<ul style="list-style-type: none">● Oversee supply of office materials● Create bi-weekly / monthly order supply lists● Update and print labels as needed● Re-order / print Artemisia Materials and documents
Marketing / Education	<ul style="list-style-type: none">● Assist with writing monthly newsletter● Compile weekly Wild Wednesday Posts & help with instagram posts● Help with other promotional materials as needed● Website upkeep● Newsletter compilation
Office Upkeep	<ul style="list-style-type: none">● Replenishing 16oz bottles as necessary● Replenish backstock of tinctures etc. in office area● Removing empty gallon jars to proper locations, general upkeep● Weekly cleaning of office area
Product Re-filling backstock	<ul style="list-style-type: none">● Help oversee back stock of items● Help pour tinctures when needed● Labeling / jarring of new incoming product
Production Assistance	<ul style="list-style-type: none">● Pressing / Pouring / Cleaning the back room● Opportunities for production assistance when needed● Opportunity to learn production side of business in order to better sell products● Processing Fresh Herbs

Special Projects will also be a part of the workflow as needed.