

Chief Of Staff 3 Job summary

Our team is in search of a [Chief Of Staff](#) to work directly with our founders as we build out new initiatives and programs.

Responsibilities

Work directly with the founders to grow the company, with a focus on building and streamlining systems, keeping the trains running as we scale and nurturing relationships with customers, retailers and partners.

Open up bandwidth for scale by professionalizing business operations (creating systems, integrating a smoothly running tech stack and documenting standard operating procedures, etc.)

Take ownership of wholesale order management (managing retail portals and manuals, edi setup, crm updates, etc.) and provide sales support (inside and outside sales)

Coordinate basic tradeshow/event logistics (will require occasional travel)

Requirements Generated by 100hires.com

- Minimum 2-4 years experience, preferably in the field(s) of operations, customer service and/or sales Incredible communication skills clarity, timeliness and follow-through
- Pro-active and solution-oriented mindset; Problem solver and self-starter (critical thinking is key)
- Energy and enthusiasm for a cross-functional role
- Business writing and basic copywriting skills
- Time management skills and attention to detail
- Flexibility to connect with international partners outside regular business hours
- Ability to work independently and prioritize multiple objectives simultaneously
- Ability to handle ambiguity and adapt to changing business needs Team player who can wear many hats
- Experience with Shopify, Google Analytics and e-commerce software is preferred but not required