

A L I N E B O U T I Q U E

A Line Boutique is seeking a high-energy, detail-oriented individual to help with the receiving and operations department, including assisting in weekly store deliveries and inter-store transfers using the company sprinter van. We are a passionate team looking to hire an equally motivated and dedicated professional to support the core operations of the company. This position is responsible for several functions relating to inventory and the receiving process and ensuring that all of the stores are supported from an operational perspective. We are seeking someone who is willing to jump in to help with any task that is necessary, so we can ensure a smooth operational flow for the company.

Job Type: Full-time, exempt position

Job Qualifications:

- Daily unboxing, steaming, tagging, photographing, and physical delivery of new product to multiple store locations via company sprinter van. Please note driving is required for this position, approximately 2 days per week
- Tracking and ordering of supply usage for store locations and marketing materials
- Troubleshooting store technical issues including transaction processing and POS systems
- Aiding in online order fulfillment, e-commerce site maintenance, and other projects related to store function and optimizing the toolset of the sales team
- Perform organizational duties in the receiving facility and four store locations
- Execute a multitude of other tasks as they relate to product, inventory and store support including store merchandising strategy

Job Requirements:

- College degree or equivalent
- Knowledge of operational processes
- Acute attention to detail
- Project management skills
- Advanced knowledge of Excel and creating complex spreadsheets
- Must be able to work independently and proactively
- Experience with inventory management, merchandising, & markdown processes
- Knowledge of Heartland or similar inventory systems preferred
- Excellent verbal and written communication, interpersonal and problem-solving skills

Compensation:

- Salary based on experience
- 2 weeks (10 days) PTO plus observed company holidays
- Comprehensive medical, dental and vision benefits

How to apply:

- Please send your resume, cover letter, and any other materials to careers@aline-online.com.