

OPERATIONS ASSISTANT

Position Type: Part-Time (with potential for Full-Time)

About Us:

At Sew Magarbo, we bring creativity, craftsmanship, and connection together. We're looking for a versatile Operations Assistant to support the day-to-day operations of our studio and ensure a delightful experience for our team and customers.

Key Responsibilities:

- **Administrative Support:** Assist with scheduling, email management, and maintaining accurate records.
- **Inventory Management:** Monitor inventory levels, restock supplies, and maintain accurate logs for fabrics, sewing machines, and accessories.
- **Customer Service:** Work closely with the team to address customer inquiries, resolve issues, and provide exceptional support in-store and online.
- **Event Coordination:** Help with setting up classes, workshops, and events, including managing materials and tracking attendance.
- **Sales Support:** Learn about our sewing machines, fabrics, and other products to assist customers and boost sales.
- **Team Assistance:** Provide general support across departments to ensure studio operations run smoothly.
- **Software Usage:** Use inventory and sales systems efficiently, as well as design software like Photoshop, Canva, or equivalent to create simple visuals.
- **Driving Duties:** Be available for occasional driving, including local errands or special deliveries.
- **Basic Math Skills:** Confidently handle simple math calculations for inventory, sales, and other studio tasks.
- **Organization:** Keep the workspace tidy and organized, ensuring smooth traffic flow on the retail floor and classroom areas.

What We're Looking For:

- Team Player: A collaborative spirit willing to jump in wherever needed.
- Customer-Focused: Patience and kindness to keep our customers happy.
- Tech-Savvy: Proficient in basic computer operations, including Canva, Photoshop, or similar tools, and open to learning new software systems.
- Eager Learner: Willingness to be trained, including learning about sewing machine sales.
- Physical Capability: Must be capable of lifting sewing machines weighing up to 50 lbs without assistance.
- Passionate About Sewing: Sewing knowledge will be very helpful.
- Outgoing Personality: A friendly and approachable demeanor that contributes to a positive studio environment.
- Saturday Availability: Since we are a retail store, Saturdays are part of our regular work schedule.

What We Offer:

- Competitive pay based on experience and qualifications.
- Opportunities for growth within a creative and collaborative environment.
- Training and development to enhance your skills.
- A supportive and inspiring team that values creativity and craftsmanship.

Pay:

NEGOTIABLE based on experience.