

SpecWorks. Inc

Manager of Web Stores and Special Projects

Job Summary:

Main responsibilities include maintaining a robust store by keeping a balance of good, better, and best, new trends, and seasonal selections for both individual and departmental purchases.

Responsibilities include, but are not limited to:

- Prepare ideas and quotes for special projects and ensure all deadlines are met and invoicing is accurate and timely .
- Manage and assign projects to junior level assistant.
- Manage and expedite special projects outside of webstores, fill in where needed.
- Managing inventory and ordering when levels reach a predetermined number based on buying patterns and production schedules.
- On a bi-weekly basis, suggest new items to feature on the online store while suggesting items to possibly sunset (delete once sold out).
- Suggest seasonal items
- Manage the accuracy of product information, pricing, and inventory levels.
- Run reports on pick pack and ship time frames.
- Prepare presentations, create estimates and quotes for special projects and ensure all deadlines are met.
- Manage project invoicing for accuracy and timeliness.
- Manage and assign projects to junior level assistant and monitoring the workflow..
- Manage and expedite special projects outside of webstores, fill in where needed.

Compensation: Commensurate with experience. Healthcare & 401k

Please email your resume and salary requirements to careers@specworks.com