



General Description

Part time position in small Travis Heights Homeopathy/ Gemmotherapy practitioner's office managing growing e-commerce storeroom and order fulfillment. Initially requires 3 hours daily, Monday-Thursday. Work must be onsite Monday-Thursday, preferably after 12pm. Must have reliable transportation, cell phone, and professional appearance/ demeanor. Must be able to provide references to speak to skills and trustworthiness.

Pay rate to begin at \$15 an hour or commensurate with experience.

Detailed Work Activities

- Fulfill daily client orders and make ready for shipping
- Draft communications to clients/ customers as needed
- Maintain inventory of herbal products, establish relationships with vendors, and place orders in timely fashion
- Check availability of office supplies and maintain acceptable inventory
- Other tasks as assigned

Skills Requirements

- Attention to detail is key
- Ability to stay calm under pressure and work within given time constraints
- Methodical and thorough approach to work - organized
- Good at multitasking and prioritization
- A desire to show initiative
- Excellent communication skills and relational skills for customer care
- Excellent problem solving skills
- Knowledge/ Familiarity with natural health care a plus
- Google Drive
- Microsoft Office Suite

* This position and its hours may grow depending on increased online sales, responsibilities, and volume of work.

Inquiries, Resumes, and Cover Letters should be directed to Gail Hurt at gailhurt@livingauthentically.com