

Admin & Operations Manager

We're looking for a highly motivated and versatile person with some knowledge of Classic Mercedes vehicles who excels at team leadership, business management, administrative work, and technical support.

MBZ Parts is expanding and will be establishing a new headquarters near San Bernardino this summer; until then this position will be work-from-home. This is a great opportunity to get in on the ground level of a growing company; we expect a significant amount of growth in the next few years. This position is responsible for managing all day-to-day operations as well as admin tasks for our California and Oregon operations. The goal is to take these tasks off the shoulders of the CEO so that she can focus on the big picture. Our hope is to find a strong candidate who will be ready to shift to a position as our Chief Operations Officer when the business begins its international expansion in 2023.

Long-term responsibilities will include employee management—hiring, training and firing—as well as a role as building manager of our headquarters. In addition, our Operations Manager will need sufficient knowledge of each of our departments in order to manage them effectively, assist in training new hires, and fill in gaps as needed. Thus, this position includes training through Sales, Fulfillment, and Inventory. After several months in each department you would then sharpen your skills by helping train new hires. During this time, you would also take on a larger and larger portion of general administrative tasks and offer technical support. Here are common tasks in each of these departments:

Sales

Responding to customer requests via phone & email, invoicing customers, handling returns, contributing to marketing.

Fulfillment

Packaging and shipping parts, placing drop-ship orders, reviewing and processing orders, photographing parts, receiving parts from suppliers, setting up local deliveries.

Inventory

Photographing parts, adding parts to digital catalog, organizing parts on the shelves, creating featured product marketing, researching vehicle interchange.

Admin

Managing cash flow, sorting mail, running payroll, managing bills, bookkeeping cash & special receipts, renewing licensing, organizing internal corporate documents, purchasing supplies, assisting the CEO.

Tech Support

Address new technical issues that arise with our website and various software, support team members with troubleshooting. (This position requires fluency with major software and the ability to learn new software quickly)

It is vital that we hire a highly versatile candidate who could excel at ALL of the above tasks on a given day. To succeed in this position you need to be able to shine no matter what transpires so that your resilience guides the rest of our team through the heavy fog. You should be a master of multi-tasking and never wilt under the heat. You must take criticism well and know how to give it out gently. Someone who has owned or managed a business or other complex projects would be a good fit for this position.

That said, know that we have a solid team already that works together incredibly well and carries an abundance of knowledge about our business operations. During an initial trial period of appx. 3 months, this position pays an hourly wage of \$22/hour, after which it pays an annual salary of \$50,000 plus benefits.

You must be willing to submit to drug testing for *illegal* drugs.

Please respond with your resume and a brief paragraph detailing both why you are interested in this position and why we should consider you over other applicants. Applications without both will be ignored.

We have no tolerance for discrimination or harassment of any kind. Whether it is based on gender, race, sexual orientation, religion, trans/gender identity, or anything else.