



PROTECTING
SNOW LEOPARDS
for over forty years

Snow Leopard Trust Job Announcement Inventory Coordinator

Employment Status: Regular, Part-Time
Wage: \$23/Hour
FLSA Status: Non-Exempt
Reports to: Deputy Director
Location: Seattle, Washington, non-remote location

Background

Founded in 1981 in Seattle, The International Snow Leopard Trust (SLT) is a leader in efforts to secure the future of the snow leopards and high mountain ecosystems across the 12 countries in South and Central Asia. SLT has field teams in five key range countries that together contain over 75% of the world's estimated population of wild snow leopards. We work with governments and conservationists in all 12 countries where snow leopards are found—Afghanistan, Bhutan, China, India, Kazakhstan, Kyrgyzstan, Mongolia, Nepal, Pakistan, Tajikistan, Russia, and Uzbekistan through the Global Snow Leopard Ecosystem Protection Program (GSLEP).

SLT focuses in areas of conservation science, policy, and engages local and indigenous communities in conservation programs. Snow leopards live in vast home ranges. While it is important to secure their key habitats through protected areas, these are simply too small to conserve populations. Snow leopard conservation efforts must focus on local communities well beyond protected area boundaries. To protect these endangered cats, we work at a larger landscape level and collectively find ways for snow leopards to coexist peacefully with the people sharing their mountainous habitat.

SLT supports more than 50 team members and graduate students internationally and our Seattle Headquarters is currently home to 10 staff members and provides operational, fundraising, and administrative support to our field operations. We also have another 10+ team members who work remotely supporting fundraising, finance, conservation, IT, communications, science, research, and other functions.

Position Purpose

This position is responsible for managing the day-to-day operations of our e-commerce shop. The Inventory Coordinator will fulfill all e-commerce orders, manage all shop-related databases, respond to customer inquiries, process wholesale orders, facilitate and collect payments from customers, manage vendor relationships to purchase new products, track the movement of SLT's inventory, receive shipments from international partner offices and manage year-end inventory count in preparation for annual audit.



Key Duties/Responsibilities:

- *Manage inventory including annual inventory stock take and annual observation*
 - Coordinate with international customs broker to receive up to six shipments of handmade products annually from partner offices
 - Prepare primary inventory sheet in December for annual audit
 - Conduct quarterly or biannual spot checks to check for damages
 - Track and reconcile product movement
- *Fulfill retail and wholesale orders in timely manner*
 - Up to 5 days for retail
 - Up to 10 days for wholesale
 - Occasionally drop packages off of at FedEx/UPS/USPS/DHL using personal vehicle
- *Fulfill promotional packages for supporters and partners, worldwide*
- *Photograph products for online shop*
- *Compose product feedback reports for community partners*
- *Coordinate with the Communications team to ensure product information is up to date for outreach materials*
- *Keep shop/fulfillment area organized and stocked*
 - Manage supplies budget and ordering for all shipping needs
 - Keep inventory stocked between Good Shepherd Center (GSC) store and Public Storage (PS) facility using personal vehicle
 - Prepare bundled products
 - Track product damages, promotional and obsolescence write-offs
- *Maintain shop-related databases*
 - Shopify – inventory, e-commerce, product details, monthly sales reports
 - Shipstation – prepare orders for shipping, print shipping labels, set customs standards, set product shipping attributes
- *Customer Service*
 - Respond in a timely manner to all customer inquiries received by email or voicemail
 - Answer sales phone line during office hours
 - Assist occasional walk-in customers and process payments
 - Attend outreach events as needed to raise awareness about snow leopard conservation and sell Snow Leopard Trust products

Required Skills/Abilities:

- *Excellent interpersonal and customer service skills*
- *Strong attention to detail*
- *Proficiency in Microsoft Office*
- *Experience with e-commerce and web-based order management and shipping software (Shopify and Shipstation preferred)*



Qualifications, Education and Experience:

- *High school diploma or equivalent preferred*
- *At least two years related experience required*
- *Enthusiasm and passion for wildlife conservation preferred*

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is primarily a stationary position with prolonged periods of stationary position doing computer work and/or fulfilling retail and wholesale orders. This position requires moving boxes and/or materials weighing up to 25 pounds. While performing the duties of this job, the employee is regularly required to communicate and exchange information. Please note that our office, located in Seattle's Wallingford neighborhood, follows COVID-19 guidelines and protocol in order to keep everyone safe.

Wage & Benefits

The hourly wage for this position is \$23/hour. Employees (and their families) are eligible to enroll in SLT's medical, dental & vision plans. Employees are eligible to enroll in SLT's 403(b) retirement plan. SLT supports generous paid time off. Full-Time employees accrue 13.33 hours of vacation and 5.33 hours of sick leave monthly. SLT also supports 10 paid holidays per year. Accrual rate for part-time employees is prorated based on FTE percentage.

HOW TO APPLY

Please submit both a resume/cv and cover letter to jobs@snowleopard.org as a single PDF document with Inventory Coordinator Application in the subject line by the deadline to be considered. The deadline for submitting your application is March 17, 2023. Please do not call regarding this position.

SLT values and celebrates diversity in the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is a priority. People of color and others with underrepresented identities (including, but not limited to: gender identity, class, socioeconomic status, sexual orientation, age, ability and background) are strongly and sincerely encouraged to apply. Snow Leopard Trust is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Job offer is contingent upon verification of credentials and other information required by the employment process and may include an oral interview(s), skills test and the successful completion of a background check.

Date Posted: February 22, 2023