



## **INVENTORY AND PRODUCTION COORDINATOR**

Eclair Lips Inc. is an e-commerce merchant and small-scale manufacturer of natural beauty products based in Dieppe, NB with a following of raving customers across North America. We're a creative, fun-loving and innovative brand that loves spreading joy online and through our products. We are an inclusive organization that believes in teamwork and who values diversity and the constant learning and unlearning it takes to make this world a better place.

We're looking for an Inventory and Production Coordinator to join our team. This position is based in our production facility in Dieppe, NB.

### **WHAT THEY'LL DO:**

- Follow, create and implement digital systems and workflows to to keep production and inventory management running smoothly
- Manage day-to-day aspects of manufacturing our company's products in our artisan workshop environment
- Assist with planning and creation of new products
- Create and maintain digital batch records
- Assist with batch planning and inventory forecasting by using and creating digital forms
- Manage product inventory levels across multiple e-commerce channels
- Assist with forecasting and purchase of raw materials
- Maintain manufacturing equipment
- Ensure the cleanliness of manufacturing space
- Label products according to specifications

### **WHO WE'RE LOOKING FOR:**

- Friends might tease you about how detail oriented you are, but around here, we'll be elbow-bumping you for it.
- You're passionate about keeping track of all the little details that others might not care about, and helping us create accurate digital batch records is something you're excited about.
- You adore following a well-planned process and love it even more when you can improve upon it once you get the hang of things.
- You don't understand why people dread paperwork because you love staying on top of it and keeping it well organized, and love finding new ways to do so digitally.
- Learning about e-commerce inventory management sounds like fun to you, and becoming the master of in-stock status is a title you think will suit you well.
- You love finding new ways to use technology to improve hands-on processes and could really dork out over learning how to use soap-making software to bring more efficiencies to our processes.
- You believe in carefully preparing for each task and not just jumping in.
- Quality control is something you care very, very deeply about.
- You love using math to solve problems and calculate percentages.
- You don't just love those "How It's Made" videos, you wish you could be a part of them
- You're a hands on type of person who is thrilled at the idea of mixing up and packaging large batches of natural beauty products.
- You love things that smell good. Like, really love them.
- You'd rather be on your feet than sit at a desk.
- You can easily find the zen in repetitive tasks - you love finding the most efficient way to do each small thing and then rolling with it effortlessly.
- You're a "follow the recipe" type of person who insists on measuring things precisely to make sure things are perfect each and every time and you never go rogue.
- You're the type who keeps your kitchen spotless and are known to be a bit of a clean freak.
- You take pride in your work and welcome feedback that will help you perfect your skills.
- You're excited to work with a small, family-based team.
- You believe in doing the right thing, no matter what.



## WHY WORK FOR US?

- We're a small but growing company where your input matters and where you'll actually see your own ideas put into action.
- We LOVE to learn and have courses and training opportunities to share that will help you expand your skill set.

## TERM + COMPENSATION

- This is a full-time, contract position
- June 2021 - March 31, 2022 (with the possibility of permanent employment)
- Based on an annual salary of \$25K – 30K

## WORK LOCATION

- At our facility at 653 Babin St, Dieppe, NB

## ELIGIBILITY CRITERIA

This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.

For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernb.ca/DS4Y>

This program requires that candidates meet the following criteria:

- Under the age of 30
- Postsecondary graduate (college or university)
- Must be a Permanent Resident or Citizen of New Brunswick
- Unemployed, under-employed or employed part-time

## HOW TO APPLY

Before applying, we encourage you to visit our website at [www.eclairlips.com](http://www.eclairlips.com) as well as our Facebook page and Instagram profile to get familiar with our products and company culture and assess if you're a good fit.

If you think you're the person we need, send your resume to [careers@eclairlips.com](mailto:careers@eclairlips.com). In your email, be sure to tell us:

- why you'd like to join our team
- what you hope to get out of the position
- any relevant experience you may have
- and please, attach a great meme to make us laugh (really, laughing is one of our favorite things)

While we would love to respond to every single applicant, only those selected for an interview will be contacted.