

Wholesale Project Manager The Boutique Hub

Overview:

The Wholesale Project Manager will be deeply involved in the retail wholesale industry, supporting The Boutique Hub with the development of their wholesale marketplace. He or she should have experience with wholesale platforms & be skilled in project management. This person will report directly to the CEO.

This full time position is remote and will connect to the Boutique Hub team via video and daily chat to manage ongoing projects. There is an opportunity for travel, but not a requirement for consideration.

Duties & Responsibilities

Specific duties include, but may not be limited to:

- Oversee all tasks related to building a wholesale marketplace
- Identify & assess potential risks & opportunities within project & make recommendations to The Boutique Hub's leadership team based on your findings
- Develop effective and scalable operational processes and fill operational gaps
- Partner with other team members on developing features to ensure scope accomplishes customer and business goals
- Develop processes to accelerate product development that improves customer experience
- Bridge communication gaps between strategic & web development teams to ensure company alignment
- Advise on end-to-end product rollout plan and project-manage implementation
- Write & review marketplace policies

Who are you?

As our Wholesale Project Manager, you will work closely with our CTO and CEO, as well as our Director of Wholesale, to oversee our wholesale projects. This candidate should be able to think across multiple dimensions of a business (sales, product, marketing, etc.) and work cross-functionally to deliver results.

Qualified candidates will possess:

- Bachelor's degree in related field or equivalent experience
- 5+ years of experience in the wholesale industry
- Experience buying &/or selling on existing wholesale platforms
- Experience in project management
- Contacts within the wholesale industry, specifically apparel
- Positive mindset and be a team player
- Ability to see the big picture while also being very detail-oriented
- Ability to flex between analytical, strategic and operational aspects of the job

- Ability to thrive in ambiguity with organization and asking the right questions
- Resourceful and happy to roll up your sleeves to get any job done
- Very organized, a self-starter, and able to work independently
- Experience working in an ever-changing environment is strongly preferred
- Background working with a small business is a plus

Benefits:

- Negotiable salary + bonuses based on experience
- Unique opportunities for benefits
- Remote employment with weekly video connection to fellow team members around the country
- Friendly and flexible work environment

Job Type: Full-time

The Boutique Hub is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resume and cover letter to Beth Leahy at beth@theboutiquehub.com. The listing will remain open until a candidate is found.

About The Boutique Hub:

The Boutique Hub is the central connection point of the global boutique industry. We impact the lives of business owners on every level by educating, connecting and advocating for the boutique community and those who shop it. We give boutique owners every tool they need to succeed. We help brands reach more buyers.

Our Core Values

- a. We value community over competition and are both a team and a family.
- b. We operate with integrity and ethical values and encourage others to do the same.
- c. We strive to empower, uplift and keep a fun culture for everyone.
- d. We keep a transparent community where we stay real and relevant.
- e. We want everyone to succeed and only do so when our members do.

Find out more at www.theboutiquehub.com