



JOB POSTING

Wholesale Specialist

January 2017

We are seeking a qualified Wholesale Specialist in Portland, Oregon for a full-time position beginning in February 2017. The Wholesale Specialist functions as a liaison between Brooklyn Tweed and its wholesale customers. The Wholesale Specialist will work closely with our wholesale and production teams to maintain and grow wholesale yarn sales at Brooklyn Tweed.

This is a full-time, salaried position with benefits. The Wholesale Specialist will work Monday through Friday from Brooklyn Tweed's headquarters in NE Portland.

We are seeking candidates with a high level of organizational skills and strong work ethic who are highly communicative team players and interested in working for a growing small business in the handknitting industry. If you are a self-motivated person with experience in wholesale and an interest in knitting, yarn, and domestic manufacturing, this position will be a good fit. Ideal candidates will exhibit a friendly spirit and enjoy working with a wide network of diverse customers and clients as well as their fellow team members.

See the following pages for a description of job responsibilities and application guidelines.

HOW TO APPLY

E-mail the following materials to jobs@brooklyntweed.com:

1. Resume and cover letter (PDF Format)
2. A list of 3 professional references
3. Completed application form (PDF Format) — see page 4

Applicants who are being seriously considered for the position will be contacted by phone or e-mail regarding an in-person interview.



ESSENTIAL JOB RESPONSIBILITIES

- Act as a liaison for Brooklyn Tweed's flagship yarn store wholesalers
- Coordinate incoming orders including invoicing and billing for your accounts
- Maintain up-to-date product lists and regularly inform your wholesale accounts about new yarn and pattern offerings each season
- Ensure timely fulfillment of orders with the shipping department
- Work with wholesale team to program, coordinate, and manage trunk show schedule
- Coordinate all trunk shows for knitwear collections produced throughout the year and manage show schedule for participating wholesalers
- Work in collaboration with BT's Business Development Officer and Production Coordinator to implement short- and long-term expansion goals
- Regularly report wholesale activity (sales information, customer feedback, ordering trends, etc.) to the management team
- Work with BT's printer for ordering and re-ordering printed patterns on an as-needed basis
- Using and maintaining the wholesale department's database for tracking order history and customer interactions
- Record and analyze monthly sales data for all wholesale transactions



POSITION INFORMATION

- **Position Type:** Full-time salaried (40 hours per week)
- **Work Schedule:** Monday through Friday, 9AM to 5PM
- **Location:** Portland, Oregon
- **Benefits:** Paid Time Off, Health Insurance, 401k, Employee discounts on Brooklyn Tweed yarns and patterns
- **Posting Date:** January 2nd, 2017
- **Target Hiring Date:** February 2017

BASIC REQUIREMENTS

Education & Experience

- Bachelor's Degree or equivalent
- Prior job experience working in wholesale or another sales-related position

Computer Skills

- Proficiency with spreadsheets (Microsoft Excel or Mac Numbers)
- Proficiency with word processing (Microsoft Word or Mac Pages)
- Proficiency with dedicated e-mail client (Mac Mail or Microsoft Outlook)
- Proficiency with cloud file storage (Dropbox, etc.)
- Familiarity with the Mac Platform is preferred but not required
- Minimum 60 WPM typing proficiency

Personal and Professional Skills

- High level of communication skills is required
- Highly organized, takes a detail-oriented approach to all administrative tasks
- Ability to foster friendly, interpersonal relationships with clients and colleagues
- A creative, "thinks-outside-of-the-box" approach to problem solving
- Self-starter, motivated to take initiative starting & implementing projects
- A well-rounded knowledge of knitting, yarn, and the fiber industry



APPLICATION FORM

Please answers the questions below using the space provided, or by submitting a separate sheet with typed answers

APPLICANT NAME: _____

Why would you like to work for Brooklyn Tweed?

What are your strengths? What are your weaknesses?

How do you ensure a high level of communication is achieved on a day-to-day basis with your supervisor and/or other team members?

Tell us about your past professional experiences in wholesale or another sales-related position. What about this experience makes you uniquely qualified for this role?

What are your career goals?



Why do you think you are a good fit for this position?

When faced with a problem, do you tend to prefer taking a tried-and-tested approach, or looking for a new kind of solution?

What is your preference: implementing or innovating?

What types of organizational systems or methods do you use, if any, to efficiently manage your workload and schedules?

Are you familiar with Brooklyn Tweed's products? If so, please explain your experience.

From your observation, where do you see opportunities for improvement in Brooklyn Tweed's current business model?