



SKYE McALPINE

TAVOLA

Head of Operations

Job Description

Skye McAlpine launched Tavola from her kitchen table in November 2021 and is looking to expand the team with a dedicated head of operations.

We are looking for a highly motivated, organised and agile individual to join our welcoming team. The ideal candidate must be happy to work independently, take initiative, be collaborative, analytically driven and have excellent communication skills. This role is ideal for someone who is excited to work in a fast-growing start-up, happy to take on the unexpected challenges that that implies, proud to be an ambassador for the brand, and as excited about growing the business as we are.

Position: Head of Operations

Company: Skye McAlpine Tavola <https://skymcalpinetavola.com>

Experience: operational and supply chain management; numerical analysis and planning

Knowledge required: Shopify, Klaviyo, Canva, Excel, Google Drive, Google Sheets

Salary: up to £40k gross, depending on experience

Hours: Full-time, but hours can be flexible

Location: Agile working with regular in-person meetings in Central/South West London

Key Responsibilities:

- Inventory planning
- Supply chain management including warehouse, fulfilment, shipping and packaging
- Facilitating the import of stock
- Working closely with global suppliers
- IT and Website upkeep
- Critical Path management and ad hoc Project Management
- Reviewing sales and providing an analytical overview on a seasonal, monthly and weekly basis
- Financial reporting and cash-flow management
- Engaging and managing a small team

Please send your CV and cover letter to info@skymcalpine.com