**Operations Analyst – Inquire within the Advisement Center**

VIAHART - Wills Point, TX

$30,000 - $50,000 a year

VIAHART was founded in 2010 with a big idea and a single product. Today, we design, manufacture, and distribute hundreds of different toys, sporting goods, housewares, and other consumer goods. Our goal is to make our customers happy with clever, safe, and high quality products. Check our website http://www.viahart.com and Amazon http://www.amazon.com/shops/viahart. Check out our brands, Brain Flakes (one of the best selling construction toys in the USA!), Tiger Tale Toys, and Goodminton!

Required Skills:

* Proficiency with computers. You need to feel at ease on a computer and with new and varied software.
* Microsoft Excel or Google Sheets (what we use). You absolutely need to know how to use the formulas in these programs. =SUM(), VLOOKUP(), INDEX(MATCH()), SUMPRODUCT(), etc. If you do not know all of these already, you need to be willing and excited to learn them.
* Good software systems thinking. We use inventory management systems. When we sell a product on Amazon.com, our inventory must change so that we do not sell that same item (which we've already shipped) on eBay.com. You need to feel comfortable understanding software systems like that.
* Numeracy. You have to be able to take a complex situation and convert it into numbers in a simple (Occam's Razor!) way. For example, we just moved into a new building, and we have been overcharged for electricity. Can you figure out why? How we should fix the problem? Can you interpret the different offerings of the different electrical companies to minimize our spend on power?
* This isn't a skill, but I think, to succeed, you need to be a fast learner who is willing to try new ways of doing things for our team.

Job Description:

* Numbers based analysis to determine how to cut costs and improve quality
* Making sure we are not overcharged by our vendors and checking the accuracy of accounts payable
* From time to time, if we need help in the warehouse, you will be asked to do a little bit of pick and pack work. We're a small company!
* Inventory management.
* Forecasting (I can provide formulas to do forecasts, but you need to execute them, make sure they make sense, and look for ways to improve).
* Answering e-mails and doing e-mail customer service. We have "canned responses" to repeated customer service inquiries. You'll be expected to maintain them, improve them, and send them out.
* Wholesale profit calculation. Customers will ask us for quantity discounts, you need to be able to offer them pricing that satisfies their needs but at the same time keeps us profitable.
* Management of outside vendors (i.e. photographers, story-writers (for our animals), etc.)
* There is a wide array of tasks because we're a small company. This job is a great opportunity for someone who wants to challenge their self, learn a lot, and thrive!

The first three months of this position will require 40 hours a week, but will be arranged as an "independent contractor" meaning that there will not be health insurance, 401k, or other benefits provided. You will be responsible for paying your own taxes on these wages (you can calculate that here: https://www.taxact.com/tools/self-employed-calculator). You will be paid by the hour (you will be able to earn 40 hours per week). At the end of the first three months, the independent contractor position will be terminated or we will continue it for another 3 months. If, after 6 months, we feel like you are adding a lot of value to the company (and of course you like the job!), we will offer you a full-time position with health insurance and the other benefits mentioned above. From that point on, we will handle taxes etc.

Job Type: Full-time

Salary: $30,000.00 to $50,000.00 /year

Experience: 1 year with Excel