

Enactus SFU 2017-2018

Refresh – Operations Coordinator



Position Overview:

As an **Operations Coordinator** for Refresh, you will play an integral role in both the production and sales process. You will have the opportunity to participate in the entire operation process, including allocating resources, producing various products, packaging finished products, and setting up pop-up shop events while maintaining positive relationships with the production team and program partners. This position will allow you to develop your teamwork, interpersonal, and leadership skills as you will have an opportunity to participate in the full cycle of the production and sales. Your team will be led by the Product Development Managers, Harjot Kahlon and Nehmat Sandhu.

Your term will run from **October 2017 to May 2018**.

Responsibilities:

- Fulfill incoming orders and allocate resources accordingly
- Maintain a positive relationship with external staff and other members during the production and distributing process
- Ensure consistent quality of all products and maintain safety standards
- Seek sales opportunities through organizing pop-up shops events and contacting potential distributors
- Learning and applying best practices and production techniques under the guidance of the Product Development Managers
- Represent Refresh in a professional manner while organizing various events

Qualifications:

- Passionate about helping those in need and making a difference in the community.
- Demonstrate leadership, problem-solving, and organizational skills.
- Strong interpersonal and communication skills (written and verbal).
- Works responsibly with exceptional time management skills.
- Experience in working with stakeholders and/or community partners is an asset.

If you have any questions about the position, feel free to contact the Program Manager, **Naveenjeet Sohi**, at refresh@enactussfu.com.