



NEW JOB OPPORTUNITY

Company Name: All Good

Address: 1149 Market Avenue
Morro Bay, CA 93442

Web Site: <http://www.allgoodproducts.com>

All Good is based in Morro Bay on the central coast of California. We are committed to making amazing organic and botanical bodycare products inspired by active lifestyles. All Good is an equal opportunity employer and we value diversity. All employment is decided on the basis of qualifications, merit and business need. Check out our website to learn more about the company.

Position: Project Coordinator

We are seeking a Project Coordinator to join our rockstar team as we grow. The role will be primarily assisting the Project Manager of our Private Label Program by owning private label orders from start to finish. This dynamic position will require a thorough understanding of our order management system, strong analytical skills, and clear communication with our customers.

Responsibilities:

- Procurement: purchase raw materials and private label finished goods
- Vendor management: proactively manage vendor relationships, track project progress, troubleshoot potential issues
- Project management: manage inventory in our internal system, enter vendor bills, and invoice customers
- Quality: document QC standards for new products, organize regulatory documents, assist with ingredient research, and formalize Private Label processes
- Logistics: organize shipments / freight pickups for components and finished goods. May occasionally include coordination of All Good inventory shipments
- Engagement: Provide exceptional customer service to private label accounts
- Additionally, this role may entail processing orders for the All Good brand, answering phones, and general office tasks as needed

Requirements:

- Strong communication skills
- Keen orientation to details and completion of projects
- Solid Mac and MS Office Suite experience – Word, Excel, MS Project, PP
- Self initiative and team player mentality
- A “can do” attitude
- Systems thinking capacity

Preferred: 1-3 years experience in project management, customer service, and purchasing

Applicants will be responded to via email. Please submit your resume and share with us, briefly, why you are a fit for us. Write "Project Coordinator" in the subject line to jobs@allgoodproducts.com. Please do not call or fax. Thank you!

Position Type: Full Time

Start Date: Immediate

Reporting: Position reports to the Private Label Project Manager

Compensation: Commensurate upon experience

Location: 1149 Market Ave, Morro Bay, CA 93442

All Good | PO Box 203, Morro Bay, CA 93443 | 805.528.4000