Operations Assistant
Job Description

Reports to: Operations & Logistics Coordinator
Position: Part-time hourly non-exempt
Location: Boone, NC
Work Schedule: Flexible between M-F 9-5

OUR MISSION & CORE VALUES
Wine to Water (W|W) is committed to supporting life and dignity of all through the power of clean water. Ambition, Excellence, Integrity, Innovation, Altruism, Discernment

INTRO
Wine To Water believes the world is made better by people coming together and caring for the needs of others. Water is essential not just to survive, but to thrive - and that is why we are committed to supporting life and dignity for all through the power of clean water. We have served in 47 countries and have offices in five locations: United States, Nepal, Dominican Republic, Colombia, and Tanzania. We look for staff who care deeply about inclusion, integrity, honesty, persistence, and who desire to treat all people with dignity and respect.

JOB SUMMARY
The Operations Assistant will primarily focus on aiding in the execution of the Filter Build Program, the distribution of merchandise, and general logistics needs specifically related to the Events Team. For instance, this position will be involved in the movement of Wine To Water’s Sawyer Filters including quality controlling, preparing and packaging Filter Builds for events, along with implementing assembled filters to our partners internationally. The role will involve keeping inventory up-to-date and maintaining accurate tracking in our CRM platform, Salesforce, as they execute the shipping and receiving processes. General assistance to the Operations Director may also be required.

JOB RESPONSIBILITIES
● Assist the Operations & Logistics Coordinator with preparation for Filter Build events
● Headquarter shipping and receiving with multiple carriers
● Pick, pack, ship merchandise orders
● Inventory and resource management
● Working alongside volunteers
● Assist in finding ways for continued growth as the Event Team expands

QUALIFICATIONS & EXPERIENCE
● High School Diploma
● Self-motivated to complete ongoing projects
• Ability to balance multiple priorities with an appropriate sense of urgency
• Experience picking and packing outgoing shipments
• Ability to learn a variety of systems and processes
• Comfortable working in a team environment

PHYSICAL REQUIREMENTS
• Sufficient physical ability to work in an office setting and operate office equipment; the employee is regularly required to bend, stoop, kneel, and at times may be required to lift 50+ pounds and can be exposed to indoor, outdoor temperatures and various living situations. Must be able to operate motorized vehicles with a valid license.
• Required domestic and international travel documentation and vaccinations for entry into foreign countries may be necessary to perform this role - This role may be in high risk zones and will require documentation and medical clearance by various governments to enter disaster areas with significant public health risks.
• Exceptional understanding of risk management policies and best practices
• Adhere to W|W's safety action plan and procedures.

THE TEAM
The Operations Assistant will join the Operations and Logistics Team, reporting to the Operations & Logistics Coordinator. Job functions within this position require further collaboration with the Events Team as well as other teams on occasion.

Wine To Water has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.