



SELLMARK®

"BRANDS THAT SELL"



SIGHT MARK®

Operations Support Manager

Sellmark Corporation is a leading manufacturer of outdoor lifestyle products headquartered in Mansfield, Texas – United States. Sellmark's brands include: Sightmark, Firefield, 12 Survivors and Southern Crossbow. Our brands and products are found in more than 50 countries and are represented at Academy Sports and Outdoors, Bass Pro Shops, Cabela's, Gander Mountain, Frankonia Germany and other top retailers. Sellmark's awards include: Inc. 500|5000 Fastest-Growing Companies; Dallas 100™ Fastest-Growing Private Companies; Fort Worth Business Press Top 100 Private Companies and more. Sellmark seeks employees with the ability to contribute creatively in teams as well as work independently to achieve our vision—to be the No. 1 developer of brands and products for the outdoor lifestyle market.

Job Summary: Established American company opening a new office in Sofia (or surrounding areas) Bulgaria. The Operations Support Manager (OSM) will report directly to the Executive Management Team in the United States. This role will be responsible for the initial set up of the company. Once established, the OSM will manage the day to day operational and warehouse activities of the organization which include HR/payroll, IT, inventory management (returns, warranty, and order fulfillment), warehouse duties, inbound and outbound logistics, vendor relationships and office facilities. Passport in good standing is required. Training opportunities in the United States which will include extensive on-boarding and indoctrination into the company.

Primary Responsibilities

- Organize and perform daily office activities in support of sales, marketing and warehousing efforts
- Provide direct assistance to internal and external customers in all aspects of the order-to-cash and procure-to-pay business processes
- Serve as the point person for office duties including phones, mailing, offices supplies, equipment, billing and errands
- General HR and payroll activities
- Set up and maintenance of IT resources
- Daily inventory management and accountability
- Coordinate and communicate with customs brokers, freight forwarders and transportation carriers the inbound and outbound movement of shipments and products
- Manage vendor relationships as it pertains to specific business and facility needs
- Coordinate and assist with daily warehouse activities such as fulfilling orders (pick, pack and ship), check in merchandise and affix labels and other duties as required
- Other duties and responsibilities as required

Required Skills and Attributes

- High level of integrity, strong work ethic, and professionalism
- Excellent time management skills, and ability to multi-task and prioritize work
- Self-motivated with high energy and an engaging level of enthusiasm
- High organizational and attention to detail skills
- College/University degree preferred or an applicable combination of education and experience
- Effective communication skills (written and oral)
- Fluent in English - written and oral (**CV & cover letter must be sent in English**). Primary office language is English
- Minimum 5 year experience in related role
- Passport in good standing - traveling outside Europe will be required (15% travel required)
- Able to lift and carry heavy boxes

Work Environment

- New office setting
- Multitasking
- Decision making authority in terms of daily operational activities
- Multi-role / Multi-functional
- Direct report to Executive Management in the US

What We Offer

- Competitive Pay *
- Paid training – immersion in the industry by attending 2 international trade shows (SHOT Show and IWA Outdoors) as part of initial training
- Vacation time

*Salary based on experience

Please send CV, cover letter and salary requirements to: employment@sellmark.net

