

Fogo Island Workshops

Shorefast exists to help secure a resilient future for Fogo Island while inspiring communities worldwide to leverage inherent, place-specific assets in service of collective well-being. We do work that matters - work that makes things better. We envision a world where all business is social business. Our suite of social businesses are community-owned economic engines that create meaningful employment, contribute significantly to the regional economy and generate income to be reinvested in Shorefast's charitable programs.

Fogo Island Workshops is looking for a **Coordinator, Sales & Operations** to join the team! The **Coordinator, Sales & Operations** will act as a support to both Sales Lead and Customer Service Specialists by being a primary contact for remote sales. While being responsible for leading inventory management and location hosting using Shopify across all inventory locations including retail presences at the Fogo Island Inn and Growlers Ice cream Shop

What You'll do:

Sales Support

- Generate sales and shipping quotes for customers based on leads supplied by Sales Lead and CSS team
- Co-ordinate the shipping of all orders shipped through third party couriers
- Participate in direct sales when needed at the Orange Lodge retail space assisting customers and processing transactions.
- Maintain service standards while interacting with the public contractors and other team members including product knowledge across all categories.
- Ensure financial and detail accuracy with customer transactions and contract development.

Operations

- Become a Shopify super user adding and adjusting products and maintaining information within the platform.
- Become a Oodo super user ensuring proper integration with Shopify and workorder platform.
- Act as the safety control between orders taken in Shopify and the internal work order system for both Textiles division and the Wood division.
- Act as administrative support to the three department leads: Sales Lead, Textiles Lead, Production Lead. Providing ordering, logistics and accounts payable support as needed.
- Support packing of e-commers orders when needed.
- Administer programming and tours for the public at large and specifically for the Fogo Island Inn

Qualifications you'll bring:

- A minimum of high school diploma or equivalent
- Experience in sales or operations environment considered an asset

What we're offering:

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

Apply:

Submit a cover letter & resume to careers@shorefast.org, subject line "Coordinator, Sales & Operations"

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Tracey Clark, at traceyclark@shorefast.org

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca
www.fogoislandfish.ca | www.fogoislandarts.ca

About Shorefast & Fogo Island: [Strange and Familiar](#)

Shorefast's charitable foundation and social businesses are committed to diversity, equity, inclusion, and belonging. This commitment is core to what we do and what we believe, and we are grateful to work with team members and host guests of diverse identity groups. Everyone is welcome here.

We endeavor to foster an accessible work environment and to ensure all in our care feel safe and valued. We are working actively to address imbalances for historically excluded and marginalized communities through training, promotion opportunities, and mentorship. All qualified applicants are encouraged to apply; please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.