



Job title: Finance and Operations Assistant (Entry-level)

Job type: Full-time

Location: Washington, DC

Reports to: Operations Manager

Start date: ASAP (preferably no later than January 1, 2019)

Divine Chocolate is the only Fairtrade chocolate company that is also co-owned by cocoa farmers. Kuapa Kokoo, a co-operative of over 85,000 cocoa farmers in Ghana, benefit not only from the Fairtrade premium on the sale of their beans, but also receive the largest share (44%) of Divine's distributable profits giving the farmers more economic stability, as well as the increased influence in the cocoa industry that company ownership brings.

Job Description

Divine Chocolate is seeking a detail-oriented, responsible, team player for an entry level position with our company. The position will support the finance and operation teams, and training will be provided. Qualified candidates will enjoy working in a fast-paced environment and participating in the full range of activities associated with small businesses.

Key Responsibilities

Finance

- Disputing vendor chargebacks
- Accounts payable support

Operations

- Entering and tracking of customer sales orders
- Responding to inquiries from customers, vendors and brokers
- Retrieving and managing the distribution of incoming deliveries
- Fulfill sample requests from marketing, sales staff, brokers and customers
- Maintain office sample inventory levels
- Supporting in planning and execution of trade show demos and events
- Assist with coordination and arrangement of travel for staff and meetings in the office
- General office / reception duties
- Other tasks as assigned

Physical Requirements

- Physical effort: Physical mobility with ability to lift, push or pull up to and including 35 lbs.
- Walking, standing, sitting for prolonged periods.

Qualifications

- Detail-oriented with excellent organization & planning skills.
- Strong verbal communication skills.
- Proficient in Word, Excel, PowerPoint
- Demonstrated interest in chocolate, fair trade, socially responsible business or ethical food companies preferred.

Compensation & Benefits

- The starting salary for this position is \$40,000.
- Divine Chocolate offers a competitive benefits package, including full coverage for healthcare insurance, including vision and dental benefits.
- Divine Chocolate also offers a 401(k) account and contributes 3% of the employee's salary.
- We offer a generous vacation policy and flexible work options.

How to Apply

Please send a cover letter & resume to Qwante Brinkley via email at office@divinechocolateusa.com with the subject line ATTN OPS MGR. No calls, please.