



ECOVEGAN
info@eco-vegan.com
262 7th St, San Francisco, CA 94103
(415) 366 0747
www.eco-vegan.com

ecoVegan was established in 2009 by a team of compassionate and environmentally-aware individuals who share the same desire for a healthier planet: for the land, the people, and our animal friends. Our mission is to provide consumers affordable, delicious, and nutritious vegan food made with natural and non-GMO ingredients at the same time without impacting our environment or sacrificing the lives of others: a healthy and conscience-free choice!

At ecoVegan, we enjoy the fast pace rhythm, open communication, team work, problem solving, creativity & innovation, and just positive spirits to lift up our energy to follow our dreams and mission, and we are always looking forward for talented individual to join the team!

The following are the open positions that ecoVegan is currently trying to fulfill, please contact info@eco-vegan.com or (415) 366-0747 and ask for HR if you are interested in applying or have any questions or comments. Thank you!

Open Positions

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Account Manager

(Inside & Outside Sales)

Responsibilities for Inside Sales (existing channels)

- Handle All Inside Channels
- Understand the needs of each shop (product needs and buying habits) and recommend best for them, as well as introduce new products
- Coordinate with franchisee and supplier for special promotions & supplies
- Receive PO & Estimate Forecast with marketing and planner
- Build strong customer relationship with channel and individual

Responsibilities for Outside Sales (commission based)

- Develop new accounts, including retail, partnership, and individual customers' needs, requests, and inquiries.
- Understand the needs of each customers (product needs and buying habits) and recommend best for them, as well as introduce new products
- Receive PO & Estimate Forecast with marketing and planner
- Build strong customer relationship with channel and individual

Qualification:

- Strong Sales, customer service, communication and follow up skills
- Does not necessarily need to be in office
- Travel may be required up to 25%

Finance & Accounting

Responsibilities:

- Setup accounting systems & HR systems and provide training
- Handle day in day out accounting activities and Bookkeeping
- Perform monthly balance sheet, P&L, income statement, and changes in financial position
- Prepare tax filing and provide tax strategies and resource utilization
- Work with the manager to develop department budgets & monthly report for tracking spending
- Provide financial analysis, statement, and recommendations
- Analyze trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.

Qualification:

- Bachelor's degree in accounting or finance with at least 2 years of related experiences
- Pro-Active, detail oriented, solid communication, technology, organization and analytical skills
- CPA is a plus but not required



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Graphic Designer

Responsibilities:

- Support marketing and consistent branding efforts
 - o Packaging design for new products
 - o Online media: website design
 - o Direct marketing: brochure flyer, print advertisement, promotional handout, catalog
 - o Multimedia presentation
- Coordinate activities with outside printers, service agencies, and vendors to complete the project within the schedule and budget
- Assist with special projects as needed

Qualification:

- Bachelor's degree in Graphic Design, or design related field or equivalent field experiences
- Proficient in copywriting, graphic design, publishing computer programs, and understanding of pre-press processes
- Knowledge of commercial retail design for food industry
- Project Management Skills
- Experiences with Adobe Photoshop, Adobe Illustrator, Dreamweaver, Flash, HTML, CSS, XML

Marketing

Responsibilities:

- Understand the market needs and wants to generate product idea and bring in new products as suited for the company mission, image, and lines
- Develop and implements strategic marketing plans
- Work with Sales & perspective customers to drive market presence
- Coordinate for marketing collaterals, including brochure, flyer, postcards, Packaging, website, promo items, stickers, etc
- Coordinate Tradeshow & event activities

Qualification:

- Bachelor's degree required, MBA preferred with at least 2 years of related experiences
- Strong sense of market trend and relation
- Time management, communication (writing and speaking)
- Travel may be required up to 25%



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Office Administrator

Responsibilities

- Manage and oversee the day-to-day activities for the company and provide assistance for office duties
 - o Return emails to clients, correspond with phone calls, fax, and mail, etc
 - o Update and maintain database of potential customers
- Support cross-functional teams on special projects (event planning, tasting demo, etc)
- Assist with HR duties, such as maintaining personnel files, processing new hires paperwork, and other HR related subjects

Qualification:

- Good communication skills, detail oriented, strong organizational skills
- Ability to follow direction and work independently, as well as cooperatively as part of the team
- Proficient in Microsoft office
- Part time is ok, sometimes may be required based on special project needs
- Pro-active and flexible

Product Project Manager

Responsibilities

- Plan for product Launch schedule, including scope, budget, and time frame
- Work with different department to ensure product launch success
- Communicate with vendor for needs and requirements
- Manage and track progress, and prepare weekly report for management
- Owns the product and support teams for their needs
- Work with marketing to understand the market requirement to incorporate into product development

Qualification:

- 3+ years of product or project management experience
- Strong communication skills, time management skills, and project management skills
- People skill
- Sense of responsibilities
- PMI is a plus but not requirement
- Able to understand and speak Chinese
- Travel may be required up to 25% of time



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Shipping/ Receiving Operation

Responsibilities

- Receive and Validate products
- Prepare shipments and invoice documents
- Work with marketing and sales to deliver samples or promo items
- Handle warehouse related jobs, including making recommendation to purchase necessary equipments or services, maintaining clean and safe working space, and reporting products expiration approaching, etc
- Able to work with forklift and cold environment and lift up to 45 lbs
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Qualification:

- Detail oriented, time management skills
- Part time is ok, sometimes may be required to come in as container arrives
- Pro-active and flexible

Supply Chain Planner

Responsibilities

- Material & inventory planning with marketing and sales
- Place Purchase orders for products & services
- Work with vendor to make sure products ship on time based on requested delivery date
- Work with forwarder for driving products at most economical & cost effective way
- Takes care other misc supply chain related matters

Qualification:

- Bachelor's degree or equivalent experience in forecast, logistic, supply chain management and import/export requirements
- Good communication skills & detail oriented
- Able to understand and speak Chinese language