



La Abeja Herbs
APOTHECARY MANAGER
application

Thank you for your interest in applying for a position with La Abeja Herbs. The hours for this position vary season to season, with an average of fifteen to twenty hours per week. Compensation is monthly salaried pay to be determined based on experience. The hours are flexible and can be easily adapted to your current schedule within reason. Although there are a significant number of tasks that must be completed in person, many of the hours worked can be done remotely from home.

The ideal applicant is reliable, creative, and self-directed, has excellent written and verbal communication skills, and impeccable attention to detail. Additionally, they are highly organized, creative problem solvers with the ability to multi-task. However, we also value fun, laughter, and don't take ourselves too seriously around here, so we hope you don't either.

While herbal knowledge is a plus, it is something that can be learned, whereas the values we've just described above are more difficult to cultivate and are what will ensure your success in this role. If these accurately describe you, then we look forward to hearing from you and getting to work!

Warmly,
Sophia Rose and Lindsey Felty

TASKS INCLUDE

Keeping Track Of and Ordering Supplies Including:

- Bulk Herbs
- Glass Packaging
- Office Supplies
- Promotional Materials

Monitoring Product Inventory

Making Herbal Medicine From Pre-Existing Formulas

Bottle + Labeling Medicines and Products

Packing and Shipping Online Retail and Wholesale Orders

Daily Email Communication

Keeping The Apothecary Tidy

Ordering And Picking Up Supplies

Assisting with Events and Pop-Ups

Managing all wholesale accounts

- Communicating with buyers
- Educating shops about product line
- Setting up wholesale accounts
- Following up with shops periodically

Occasional Personal Assistant Tasks

Please submit your cover letter, resume, and completed application via email to LaAbejaHerbsShipping@gmail.com with subject line *Completed Application*, no later than **Wednesday June 5th 2019**.

Initials Interviews will be held on **June 12th** between noon and four and will last thirty to forty five minutes. Working interviews will be held on **June 19th** and will last roughly an hour. Training will take place in July with regular hours beginning in August. Please plan accordingly. Thank you so much for taking the time to apply!

Name

Email

Age

Phone Number

Preferred Pronoun

City Of Residence

How many hours are you available per week? What days of the week are you available?

Are there any dates in the foreseeable future that you know you will be out of town or otherwise unavailable?

What is your anticipated monthly salary?

How did you first hear about La Abeja Herbs? The open position?

Have we met in person? If so, when and where?

Do you have a car or other form of reliable transportation?

Please tell us which of the following you have past experience with and describe below.

____Packing + Shipping

____Customer Service

____Herbal Medicine Making

____Bottling + Labeling

____Organization

____Ordering Supplies

____Keeping Track Of Inventory

____Personal Assistant Work

____Social Media Management

Personal Reference

Name

Name

Number

Number

Relationship To You

Relationship To You

Current Employer

Name Of Company

Supervisor

Date Started

Phone Number

Hours Worked Per Week

Current Pay Rate

May we contact them for a reference?

Most Recent Past Employment

Name Of Company

Hours Worked Per Week

Dates Of Employment

Pay Rate

Supervisor

Reason For Leaving

Phone Number

May we contact them for a reference? Y / N

Other Past Employment

Name Of Company

Hours Worked Per Week

Dates Of Employment

Pay Rate

Supervisor

Reason For Leaving

Phone Number

May we contact them for a reference? Y / N

Other Past Employment

Pay Rate

Name Of Company

Dates Of Employment

Reason For Leaving

Supervisor

May we contact them for a reference? Y / N

Phone Number

Hours Worked Per Week

Why should we hire you?

When we contact your last employer + ask which area of your work needs the most improvement, what will we learn?

Please describe your ideal work environment.

What do you foresee as being potential challenges for you in this work?

What other projects are you currently working on?

What are your professional goals?

Is there anything else you'd like us to know about you?