



Production Operations Associate

Alva is seeking a talented and energetic individual to join us in building a category-defining window coverings brand. As our Production Operations Associate, you will be responsible for the successful production of our line of custom shades & blinds, and working behind the scenes to ensure a first-rate experience from the time a customer places their order through its completion. You will be working side-by-side a highly experienced and founding team across Operations, Marketing and Product to shape the future of our brand and help set Alva up for success as it continues to grow

This is a unique opportunity to join a fast-growing retail startup at a critical early stage, so it comes with huge potential for growth. The possibilities for a Production Operations Associate are endless and your experience with Alva will be shaped by your performance, contributions and personal drive.

Responsibilities

- Work closely with our Factories to place and manage orders through the production pipeline.
- Problem-solve issues that arise during production, ensuring a timely resolution for our customers.
- Design processes to prevent and quickly resolve issues as the business continues to scale.
- Assist with the management of daily operations, ensuring data integrity and accuracy and on-time responses to inquiries.
- Be ready to roll up your sleeves and get things done. No one can be relied upon to make change faster than you.

Qualifications

- 1+ years of experience in Operations, Sales or Administrative roles
- Analytical mindset: proficiency in MS Excel with a knack for numbers and systems
- Strong attention to detail and relentless follow-through in a fast-paced environment
- Outstanding problem-solving skills; “can-do” attitude and resourcefulness
- Bias to action, always will go the extra mile for the customer
- Strong oral and written communication and interpersonal skills

To apply, send your resume and cover letter to careers@helloalva.com