



CARPETS FOR COMMUNITIES

Empowering mothers to break the cycle of poverty



Logistics Coordinator

About us

Carpets for Communities is a not-for-profit social enterprise focusing on developing sustainable solutions to end poverty. We empower mothers of impoverished families to earn a stable and fair income in the Poipet Commune of Cambodia, on the Thailand border. We teach mothers to produce one-of-a-kind, hand-hooked carpets which are sold in Australia and across the world with the support of a large volunteer base.

The Role

The responsibilities of Logistics Coordinator include:

- Conduct stocktake and manage stock tracker
- Receive sales reports
- Respond to queries about stock and orders
- Pick up stock (preferable) or have a place for it to be delivered to
- Assist with interstate shipping
- Coordinate stock delivery and collection for retail and markets
- Identify and follow up on storage and distribution opportunities with commercial sponsors and entities

Reporting to the Chapter President, you would undertake a commitment of around 5 hours per week and a reasonably flexible commitment period of twelve months would be ideal.

The role would be suited to those:

- With experience in retail management, sales and marketing and/or in a similar role
- Studying logistics or retail/general management

Desired Skills/Attributes

Attributes desirable to the role include (but are not limited to):

- Reliability
- Excellent interpersonal skills
- Professionalism and time management
- Organisation and planning skills

Note: The tangible measures of success in the role are that products are stored appropriately and in every sales place on time, and that they are expanded to new points of sale.

To apply

Please send an expression of interest to Brooke Jones: volunteer@carpetsforcommunities.org.

Carpets for Communities prides itself as a fundamentally inclusive organisation.