

SMALL BUSINESS OWNER

Job Description...



OVERVIEW

Handling multiple spinning plates in the operational aspects of a company, whilst also being chief tea maker. Generally winging it from one task to the next. Suppressing the need for stable paychecks in order to follow dreams.

Key Skills Required

- Planning
- Managing Finances
- Marketing / Sales
- Customer Service

QUALIFICATIONS REQUIRED:

NONE

Fundamentals...

- Disciplined in Time Management
- Excellent Self Motivator
- A Little Bonkers

RESPONSIBILITIES INCLUDE...

- Product Development
- Market Research
- Sourcing Supplies & Inventory Management
- Defining the Product or Service
- Product Testing
- Creating & Implementing Strategy & Goals
- Budgeting & Book Keeping
- Following Legal Requirements
- Coaching & Mentoring (in the mirror)
- Web Design & Development
- Target Customer Profiling
- Social Media Management
- Manufacturing of Products
- Quality Control
- IT (switch it on & off again)
- ALL Administrative Tasks
- Email Management
- Photography
- SEO Management (head scratching)
- Marketing, Promotion & Advertising
- Fulfilment of Orders
- Packing & Shipping
- Answering Customer Enquiries
- Having a Happy Life (comes with the job)

Key Performance Indicator:

THE ABSOLUTE GLORIOUS BACKBONE OF SOCIETY