

Position Description – General Manager, Circle Paints

Location: St Peters, Sydney

Job type: Part-Time (Negotiable – 14 to 24 hours per week on Wed/Thurs/Fri) – 6 months Fixed Term with possibility of extension

Reports to: Managing Director, Circle Paints

About Us

Founded in 2022, Circle Paints is Australia's first and only charity dedicated to saving paint from landfill. We collect and quality check donated paint, and sell it at half price to mural artists and DIY painters. Our mission is to reduce waste and carbon emissions, and provide our customers with affordable, high-quality paint.

Job Overview

Are you passionate about tackling waste and our climate change crisis? We are seeking an energetic, multi-skilled **General Manager** to join our team. This role is a mix of hands-on work with paint, plus volunteer management and back-office administration.

In this role you will be responsible for customer service, managing stock volumes, quality assurance of incoming paint, supporting and directing volunteers, and general administrative duties. The ideal candidate will have a passion for sustainability, experience in customer service, strong time-management skills, and the ability to lift weights of up to 20kg.

The successful candidate will also need to have a drivers licence and access to a private vehicle, with business usage reimbursed at the ATO rate of 88 cents per kilometre.

Key Responsibilities

- Monitoring stock, conducting stocktakes, and securing adequate supplies of paint saved from landfill (including collection of donated paint)
- Ensuring regular disposal of contaminated and unwanted paint and packaging
- Legally compliant treatment of contaminated waste water
- Recruiting, training, rostering, and supervising Retail and Waste Warrior volunteers
- Custom mixing paint colours for customers
- Adding stock to our online catalogue and archiving sold items

- Opening and closing our retail shopfront and ensuring that paint purchases and expenses are entered into Shopify or Xero
- Maintaining the shop in a safe and presentable state, and replacing shop supplies as required
- Handling customer and donor enquiries via phone, email, social media, and from walk-ins to our shop
- Paying invoices and reimbursing volunteer expenses
- Collaborating with social media volunteers to promote Circle Paints
- Reviewing business operations and identifying and implementing efficiencies and pricing adjustments in consultation with the Managing Director

Note: There is potential for this role to involve external liaison with government and industry partners if this is a fit with your skills and interests.

Essential capabilities

- Drivers Licence
- Excellent customer relationship skills
- A warm and engaging management style to maximise volunteer retention
- A strong back and ability to safely lift heavy paint tubs (maximum of 20kg)
- Proficiency in MS Excel or Google Sheets
- Familiarity with Shopify, or the ability to learn the back end of our Shopify retail store
- Ability to speak on camera about the enterprise when social media content is being developed.

Desirable capabilities

- Commercial acumen
 - Knowledge about different types of house paint or experience with house painting.
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What We Offer

- Above-award pay (\$84K including superannuation, pro-rata)
- A high degree of independence, and the scope to make a meaningful contribution to building the circular economy and reducing carbon emissions
- Some flexibility in work schedule, and potential to work one day from home subject to volunteer availability to cover our shop opening hours
- A welcoming and inclusive organisational culture.

How to Apply

Please submit your resume and a brief cover letter to circlepaintsreuse@gmail.com as soon as possible. Applications will be reviewed as they are received, and we are committed to providing feedback on your application. Call Jocelyn Bell on 0429 405 884 if you have any questions.
