



**mana**  
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## Mana Shop Manager

**Mana Earthly Paradise (Mana)** is a next-gen eco hotel, run by a social enterprise Earth Company, where sustainability and regeneration are at the forefront of everything we do. From our eco facility using solar power and rainwater harvesting to our farm-to-table Indo-Japanese restaurant and conscious store, Mana strives to be a responsible business. In October 2022, Mana became the first B corp certified hotel in Southeast Asia.

For more information:

[www.manaubud.com](http://www.manaubud.com)

[www.instagram.com/manaubud/](https://www.instagram.com/manaubud/)

[www.instagram.com/manamarketubud/](https://www.instagram.com/manamarketubud/)

### What is Mana Market?

This store is situated inside Mana, with a curated collection of essential items that cater to the needs of Ubud's conscious residents and tourists. Products can be anything from food and toiletries to upcycled products and fashion items, but need to be either organic, ecological, locally produced, socially-minded, or single-use plastic free. Mana Market aims to give back to the environment and communities across Indonesia and beyond. It is a small example of a regenerative economy where the more you shop, the better the world becomes!

### **Requirements for Shop Manager**

(Please carefully read the points below before applying)

- 3-5 years of relevant experience serving as a shop manager for other companies.
  - Proficiency in both English and Bahasa Indonesia - written and spoken.
  - Proficiency in key features of the Google Workspace including Drive, Gmail, Meet, Forms, and especially Docs, Sheets (Excel spreadsheets), and Slides (powerpoint).
  - A proactive communicator with a can-do attitude who can manage complexity.
  - Passion for sustainability and regeneration. Yes, this is super important!
  - Indonesian citizenship (or legally entitled to work in Indonesia).
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- (If you do not meet all the above criteria, but think you are the best candidate for this position, please apply and explain your motivation and shortcomings in the cover letter).

**If you fulfill the requirements above and would like to join our team:**



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Please send the following three items to [jobs-bali@earthcompany.info](mailto:jobs-bali@earthcompany.info)

1. Your CV.
2. A cover letter in English, explaining your passion and experiences.
3. A 1-min video, explaining why you are the perfect candidate for the position. As emailing video files is heavy, please send us a link to your video.

### **Job Description**

Manage the store's day-to-day operations, fill up and keep the store stocked with great products that align with the market's concept, ensure an appealing environment and pleasant experience to the market's customers, and provide the work scheme of its day-to-day operations. Report to the management / owner.

#### 1. Tasks

##### Shop Manager:

- Keep the store stocked proactively at all times with a variety of conscious products based on a provided vendor's list as well as suggestions made by the management.
- Improve the layout, presentation, and ambiance of the store and its products based on consultation with the designer and the management.
- Manage the store fully and arrange regular reports and meetings with the management.
- Proposing new products / brands to the management.
- Maintain positive relationships with the vendors and conduct monthly inventory and consignment payment.

##### Policies and Procedures:

- Ongoing development and implementation of the store policies and procedures in conjunction with the management.

2. Other tasks as necessary and requested by the management, owner and other members.