



Kuli Kuli Operations Fellowship

Kuli Kuli is a rapidly growing startup at the intersection of consumer packaged goods (CPG) and social good. We are creating an international market for *Moringa oleifera* to improve the livelihoods and health of women in the developing world. We sell healthy products made with moringa sustainably sourced from women-led farming cooperatives. Our products are carried in hundreds of grocery stores and sold online at kulikulifoods.com. Kuli Kuli's mission is to create a world where everyone has access to nutritious sources of food and malnutrition only exists in history books. We've been featured on [MSNBC](#), [NBC](#) and in [Fast Company](#) for our unique products and compelling social mission.

Kuli Kuli is looking for an Operations Fellow to support the development of our supply chain as it serves a growing number of retail accounts. Reporting to the Director of Operations, this is an opportunity to get exposure to product development, manufacturing, distribution, and is ultimately responsible for delivering Kuli Kuli's product to consumers. The ideal candidate is resourceful, a quick problem solver and highly organized, with experience managing multiple projects at once.

Responsibilities

- Manage order fulfillment for Kuli Kuli's growing list of customers.
- Receive and process purchase orders; book, track and communicate about domestic freight; manage warehouse and freight carriers to ensure timely and accurate execution
- Process retailer invoices and investigate discrepancies
- Support quality assurance by collecting and tracking documentation necessary for certifications and FSMA compliance; manage sampling and testing of raw ingredients and finished goods
- Support sales team with inventory management at distributors, new customer set ups and customer service requests
- Oversee office management; create a clean, well-stocked and fun work environment
- Eagerly grow and seek to take on additional responsibilities

Required Skills/Experience

- Excellent time management, prioritization and communication skills
- Obsessive attention to detail with the ability to multi-task
- Strong problem-solving skills
- Unshakable positivity with an eagerness to take on additional responsibilities
- Proficiency in MS Office (especially MS Excel and MS Word); prior experience with booking and tracking domestic and international freight, working with an EDI provider and/or NetSuite a plus, but not required
- Must be able to lift 30 lbs (the weight of a master case)
- Excitement about health, organic food and global development

Hours & Compensation

Living stipends will be provided to qualified full-time candidates with a minimum six-month commitment. Start and end dates are flexible for those in graduate or undergraduate programs. The position is based in our dynamic office near the beautiful waterfront of Lake Merritt in Oakland, CA. Perks include unlimited snacks, a gym membership, and regular team outings. Based on performance, a full-time offer is possible at the end of the fellowship.



Application Instructions

Email your resume and cover letter to jobs@kulikulifoods.com with your name and the position in the subject line like this, "[NAME] for Operations Fellowship." Applications will be reviewed on a rolling basis.