



REQUEST FOR SERVICES

Store Assistant

SECTION 1 - BACKGROUND INFORMATION

The Anusara School of Hatha Yoga (ASHY) is an international not-for-profit yoga school with five global regions: United States, Canada, Europe, Latin America, and Asia. Although based in South Dakota, Operations Team members are located around the world and operate virtually.

There are currently 760 licensed Anusara teachers who hold one of three Anusara® licenses: Elements™, Inspired™, and Certified™. There are also two additional licenses: Subject Matter Specialists and Certified 300-Hour Teacher Trainers.

The School offers three Anusara Yoga training programs: Immersions, 200-hour Teacher Trainings, and 300-hour Teacher Trainings.

ASHY holds one annual international event and supports teachers in organizing smaller events through the year.

SECTION 2 – SERVICE DESCRIPTION

The Anusara School of Hatha Yoga seeks a Store Assistant with prior experience (preferably).

The Store Assistant's responsibilities include:

- 1) Provide timely and response to online orders.
- 2) Manage inventory and send reports back to the School.
- 3) Maintain good communications with Store Manager
- 4) Provide with good photographs of the products to upload on the Anusara website.
- 5) Pack our products in a presentable yet secure manner.
- 6) Take packages to the post office and ship them to client.
- 7) Follow-up or track down packages if there's a problem.

SECTION 3 – REQUIRED SKILLS

- Some experience with packing and shipping
- Excellent computer skills
- Excellent time management
- Excellent organizational skills

- Timeliness, accuracy and attention to detail
- Willingness to learn and implement new skills and systems
- Adequate storage facility
- Adequate transportation

SECTION 4 – COMPENSATION AND HOURS

- This position requires a commitment of 4 - 5 hours per week.
- Compensation: \$15 per hour
- No benefits are offered given the part-time nature of the position.

SECTION 5 – APPLICATION

When submitting an application, please include:

1. A cover letter that addresses the following:
 - a. Your name, mailing address, telephone number(s) and email address
 - b. A brief description of your personal skills and your computer skills
2. Your résumé

To apply, send your application to Aline Franco Flores, Store Manager, at store@anusarayoga.com by Wednesday, June 30.

Questions? Contact Aline Franco Flores, Store Manager, at store@anusarayoga.com or via WhatsApp: +52 998 165 1224