



JOB OPPORTUNITY

Sales & Operations Assistant

Part-time

About us

Company : Journeys_tn

Address: Résidence Imen 1 la Soukra, Ariana

Email Address: contact.uniciteconsulting@gmail.com

Website : <https://journeys-tn.com>

Journeys creates wellness and productivity journals designed to inspire balance, intention, and self-discovery. We're growing, and we're looking for someone to help us deliver beautiful customer experiences both behind the scenes and through direct communication.

Your Mission

You'll be the voice and hands of Journeys in our offline world. From preparing and confirming orders to supporting logistics and client satisfaction, you'll be essential to keeping our small business running smoothly.

Responsibilities

- Call clients to confirm orders and follow up on deliveries
- Respond to client questions or issues by phone/WhatsApp
- Prepare and package customer orders with care and precision
- Track stock and help manage inventory
- Help coordinate logistics (deliveries, pickups)
- Follow up with past clients for feedback or reorders
- Organize workspace and prepare packaging material in advance
- Research local suppliers or events for future planning
- Support occasional B2B prospection (reaching out to boutiques, concept stores, etc.)

You're a great fit if

- You're friendly, responsible, and love helping people
- You're comfortable calling clients and handling logistics
- You pay attention to detail and care about presentation
- You enjoy teamwork and being part of a supportive environment
- You're curious about how a small business grows and runs
- You're fluent in English and Tunisian Arabic
- **No previous experience required**

Working Hours

- **4 days/week in-office:** Monday, Wednesday, Thursday, Friday **(10:00-14:30)**
- **1 day/week work-from-home:** Tuesday **(10:00-14:30)**
- **Total: 20 hours/week (part-time)**

Compensation

1. Fixed monthly rate: 500 DT
2. Bonuses available for peak periods or special achievements
3. Bonus system also applies to successful B2B deals (to be explained further)

How to apply

Send an email to **contact.uniciteconsulting@gmail.com** & **coach.chahinezbouarada@gmail.com** with:

- **Your CV**
- **A short paragraph explaining why you're interested in this position**

We cannot wait to have you on board!