

Andrew Wommack Ministries Canada

<https://awmc.ca/careers/product-fulfillment-manager/>

AWMC Product Fulfillment Manager

Description

General Purpose:

- To ensure proper stock of AWMC materials and those materials offered by Charis Bible College within that nation.
- To ensure that each location (1 AWMC and multiple Charis) is properly stocked with products to be utilized by students and for sale.

Line of Authority:

- The Andrew Wommack Ministries Canada Product Fulfillment Manager will oversee all book and video production and distribution for the Andrew Wommack Ministries location and Charis Bible College campuses in that nation.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will oversee the Facilities Coordinator.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will oversee all staff/volunteer operating within their realm of authority.

Line of Accountability:

- The Andrew Wommack Ministries Canada Product Fulfillment Manager will report to the I.T. Department Manager who then will report to the Director of Andrew Wommack Ministries Canada, who in turn report to World Outreach Regional Director and ultimately to World Outreach.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will be subject to all policies and procedures established by World Outreach.

Responsibilities

Duties General:

- The Andrew Wommack Ministries Canada Product Fulfillment Manager will abide by all policies and procedures established by World Outreach and ensure that they are conveyed to their line of authority.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will audit all locations (Charis and AWMC) within their nation to ensure proper quantities of stock for each product.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will communicate with the I.T. Department Manager of Andrew Wommack Ministries Canada concerning sale numbers, and projections of sales for each location.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will ensure quality control for fulfillment of quantities ordered to replenish stock.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will oversee book production and distribution as well as video production and distribution.

Duties Specific:

- The Andrew Wommack Ministries Canada Product Fulfillment Manager will ensure their line of authority is familiar with the policies and procedures

Employment Type

Full-time

Department

Production

Reports to

IT Manager

Job Location

Toronto (On-site)

Working Hours

37.5

Date posted

March 25, 2026

established by World Outreach, and that any changes are communicated and understood.

- The Andrew Wommack Ministries Canada Product Fulfillment Manager will communicate with the Charis Directors in their nation, monitoring sales and stock levels for AWMC and Charis products.
 - They will oversee shipment of products, when necessary, to the various locations within their nation.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will provide reports for various teams in the Ministry regarding product sales, cost estimates and product inventory.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will purchase goods and services for the Ministry, including sourcing and researching vendors, equipment and services.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will regularly report to the I.T. Department Manager of Andrew Wommack Ministries Canada, keeping them apprised of operations within their line of accountability.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will provide oversight for all book and video production and distribution, reporting to their line of accountability.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will provide oversight/training of any staff or volunteers working in the dept.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will ensure orders received are filled efficiently and accurately
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will project future needs of the dept. based on upcoming teachings and requests of the other depts.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will keep QuickBooks up to date with teachings and packages being offered and ensure accuracy of items listed in QuickBooks.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will oversee coordination of Store point of sale and website, including description and pricing of products.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will ensure continuous examination of Standard Operating Procedures and systems within the dept. to improve efficiency and quality or to reduce costs.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will acquire files needed from AWMI, 'Canadianizing' them and making a complete master.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will ensure the equipment in the Product Fulfillment Dept. is in good working order and request service/ maintenance as needed.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will oversee preparation and execution of annual printing i.e. events, tax receipts, PR calendars and CBC syllabi.
- The Andrew Wommack Ministries Canada Product Fulfillment Manager will attend required Zoom meetings with AWMI.

Qualifications

- Must be in agreement with the doctrinal statements of Andrew Wommack Ministries and Charis Bible College.
- Must have a background in management and basic sales practices.
- Must have good communication skills and work well with other people.
- Must have a Permanent Residence status or be a Canadian Citizen.
- Working knowledge of Windows systems and QuickBooks,
- Experience in a quality/excellence production capacity, while encountering

deadlines on a recurring basis.

Guidelines / Expectations

- The Andrew Wommack Ministries Canada Product Fulfillment Manager will conduct themselves according to the guidelines of the ministry. They will be held to the standards outlined in the employee “Code of Conduct” portion of the directives. They will maintain a professional relationship with each of the people they oversee while operating within the scope of their positions.