



www.selflovebeauty.com

Merchandise Internship

Self Love Beauty (SLB) is a 501(c)(3) organization and their mission is to educate, invest and impact individuals on the importance of self-love and confidence in order to empower them to be the best version of themselves.

Self Love Beauty is seeking a merchandise intern to join their team for the Spring Semester of 2020 (January-May 2020). With our rapid growth of our company, the intern will receive hands on opportunities to help them grow and help a mission-based company.

Description of duties include:

- Assists in product sample coordination, new product look and design
- Maintains and updates the ecommerce site
- Assists in photography shoots and online organizational process for new product.
- Assists in maintaining vendor communication and new vendor processes.
- Assists in proofing calendars and marketing pieces
- Assists in Purchase Order Management including uploading, sending and tracking POs.
- Organizes and tracks inventory
- Oversee old and new products
- Develops understanding for go-to-market calendar and tracks to meet deadlines.

Experience and Qualifications:

- Candidate must display a positive, can-do attitude and be an active team player.
- Able to interact and engage with exceptional written and verbal communication skills.
- Candidate acts as a brand representative when interacting with external business partners.
- Creative and innovative thinker.
- Candidate must have high degree of flexibility and a track record of quickly adapting to an ever-changing environment.
- Demonstrates problem solving skills.
- Effective organizational skills for managing multiple tasks at once.
- Attention to detail and sufficient planning
- Self-starter

Please note: Must live in the Great Lakes Bay Region in Michigan, unpaid position (can receive class credit) that is 10 hours per week.

Please submit your cover letter and resume to Lisa Thompson at lisathompson@selflovebeauty.com. This will be open until the role is filled.