

Responsibilities will include, but not limited to:

- Assist with social media, including initiating posts, styling and taking pictures of our products, creating company newsletters and more
- Entering data, from orders to invoices and packing slips
- Packing and shipping orders, both wholesale and retail
- Sourcing of the right fabrics and notions, ordering and keeping track of these orders
- Organize and maintain inventory

Requirements:

- Available a total of 2-3 full days or 4-5 part time days a week minimum
- Must own a laptop
- Have a reliable mode of transportation

- Interest in the fashion industry, e-commerce and kids!

Internet and social media savvy
(Microsoft Office Word, Excel, PowerPoint)

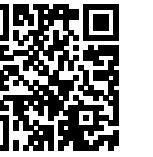
Self-starter, with a ability to multi-task and

Strong written and verbal communication

- Strong attention to detail

- Strong time management skills

Please e-mail your resume and a few words outlining why you want to work with.



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- Intern needed for a contemporary childrens line clothing

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clothing line

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