

Intern needed for a contemporary childrens clothing line



Location **California**
<https://www.genclassifieds.com/x-637818-z>

We are a rapidly growing kids fashion line, offering a unique contemporary style for kids from 0 to 8 and selling in major retailers all over world, including Barneys NY and Gallery Lafayette Beijing. We are looking for an outgoing, creative and motivated fashion intern, to start immediately and work 2-3 days per week for the duration of 3 months. Most of the administrative tasks can be done from home so we'll need you in our warehouse in Downtown or the studio in Tarzana once a week at the most. The internship is unpaid, but is a great learning experience on sourcing, production, sales, marketing and PR - as you will be involved in all of the above! This opportunity could lead to a future paid position for the right candidate.

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!

- Internship in social media
- Microsoft Word, Excel (preferred)
- Self-starter with an ability to multi-task and
- Strong written and verbal communication
- Strong attention to detail
- Strong time management skills

Please email your resume and a few words outlining why you want to work with.

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