

## OPERATIONS INTERN

bloom daily planners creates organizational office supplies that inspire and empower women to bloom into the best version of themselves! All of our products are infused with positivity, goal tracking tools and reflection questions. We hope to use our products as a vehicle to make a positive change in the world. You can learn more about the bloom brand and products at [www.bloomplanners.com](http://www.bloomplanners.com).

We are looking for an Operations Intern who will provide support for our operations staff as bloom expands. This person would be helping with a wide variety of tasks ranging from shipping out orders, data entry, product listing creation and customer service.

### DURATION:

Part time during the school year, transitioning to full time over the summer.  
We are happy to work with your class schedule!

### DESIRED SKILLS:

- Strong attention to detail
- Excellent written and verbal communication skills
- Willingness to learn and bring creative ideas to our team
- Mac OS proficiency
- Team planner attitude
- Experience selling products on Amazon/Ebay (desired but not required)

### RESPONSIBILITIES:

- Fulfill retail/wholesale orders
- Enter bloom/Campus Plan-It orders into our system
- Respond to customer service questions and requests
- Manage Ebay store
- Monitor Amazon listings and feedback
- File orders/ad agreements, scan/send mail, etc.

If you are interested in this position, please email your application to Kaitlin Gorschboth at [katy@bloomplanners.com](mailto:katy@bloomplanners.com).