



CETUSA
Council for Educational Travel, USA

Trainee Program Offer

(10729) Business Management - New York, NY



Start Date: July-August 2024

Program Duration: 12–18 months

Compensation: \$16 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a family-owned, children's furniture manufacturer and distributor located in New York City. It sells its products at major retailers like Walmart, Target, and Amazon, and small, local shops. They donate ten percent of all profits towards improving the lives of underprivileged children by giving back to the communities that need help the most. The business management trainee will play a crucial role in supporting the CEO and ensuring the smooth operation of daily activities.

Position Description:

- Assist the CEO in strategic initiatives, coordinate key projects, and facilitate communication with internal and external stakeholders.
- Coordinate and collaborate with designers and other departments to ensure seamless project execution.
- Assist in the preparation of reports, presentations, and other documents as needed.
- Conduct research and gather information for various projects and initiatives.
- Organize and maintain files, records, and other important documents.
- Handle travel arrangements and logistics for the CEO and other team members.

Applicant Qualifications:

- To apply for the **Trainee** program, you must hold a bachelor's degree in **logistics, international business or similar** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Must be highly organized, proactive, and adaptable
- Must be able to work closely with designers and other departments within the company
- Must possess strong communication skills, be detail-oriented, and be capable of managing multiple tasks efficiently.

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title