



## **Internship/Trainee Program Offer**

### **(10731) Product Line and Operations Management - New York, NY**



**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 company launched a new premium family skincare brand, with a mission to deliver top-quality products that enhance our customers' everyday routines. As they prepare to launch their initial line of 8 innovative products, and are looking for a passionate and driven, someone who loves problem-solving, learning new things, and is eager to grow within a startup environment.

#### **Position Description:**

- Assist in the development and implementation of efficient supply chain processes to ensure timely and cost-effective delivery of products.
- Interface with design and regulatory teams to ensure product design compliance
- Monitor and analyze inventory levels, demand forecasts, and sales data to optimize stock levels and minimize excess inventory.
- Support the operations team in coordinating with suppliers, manufacturers, and logistics partners to ensure seamless product flow.
- Collaborate with the e-commerce team to enhance the online shopping experience, including order processing, fulfillment, and customer service.
- Conduct research and analysis on industry trends, competitor activities, and market opportunities to support strategic decision-making.
- Participate in cross-functional projects to improve overall operational efficiency and effectiveness.

#### **Applicant Qualifications:**

- To apply for the **Trainee** program, you must hold a bachelor’s degree in **business/supply chain management or similar** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- To apply for the **Internship** program, applicants must be **business/supply chain management** students OR be recent graduates who begin program within 12 months of the graduation date.
- Advanced English is required with strong communication skills
- Strong interest in supply chain, e-commerce, operations, and premium personal care products.
- Excellent problem-solving skills and a passion for learning new things.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong analytical and data interpretation skills.

- Effective communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Detail-oriented with strong organizational skills.

**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