

## **Marketing & Operations Internship**

Do you have drive? An entrepreneurial spirit and a passion to make a difference?

We have a fantastic opportunity to work for a startup with a meaningful cause! You will be exposed to all different aspects of the business, from operations, finance, sales and marketing. This is an excellent way to learn how a business is run and gain valuable experience and knowledge of growing a business.

Your responsibilities will include:

- Assist in developing our customizable line
- Edit artwork before printing on products
- Event preparation
- Assist in sales and inventory management for our online platforms and partners

This role will work closely with the Founders of the business. You'll also gain more autonomy on developing marketing strategies and roadmap.

**Requirements:** 

- Excellent verbal and written communications skills in English & Chinese
- Proficient in MS Office
- Marketing, communication, business or similar fields is preferred
- Photoshop, Illustrator and Photo editing skills
- Outstanding multitasking abilities
- Retail experience is a bonus

If you are willing to be challenged, learn and gain invaluable experience in digital marketing and business growth we'd love to hear from you!

Please reach out to: Natalie Chow / <u>natalie@kibo.eco</u>