

MODERN CITIZEN

Modern Citizen is a destination for the modern woman, offering her thoughtfully designed and curated fashion and home goods. In our world, luxury is not a price point — our mission is to make modern, refined style accessible without sacrificing quality.

We're digitally native and are utilizing the efficiencies of a direct-to-consumer business model to build a distinctive, beautiful brand — and a best-in-class next generation retailer for women going places.

OPERATIONS ASSOCIATE

Modern Citizen is looking for an Operations Intern to aid in order fulfillment, packaging, returns processing, inventory intake, and showroom merchandising. You will report to the Head of Business Operations and play a significant role in supporting Modern Citizen's growth during the Holiday season. This role requires great attention to detail and a focus on continuous optimization of day-to-day processes.

ROLES + RESPONSIBILITIES

- Help fulfill all daily orders at our San Francisco warehouse
- Intake and organize new inventory
- Help process returns
- Prepare inventory for the San Francisco showroom and Los Angeles pop-up shop
- Assist in personal shopping appointments with customers at our San Francisco showroom
- Assist in personal styling shipments for VIP customers

BACKGROUND + EXPERIENCE

- Experience in retail (not necessary, but preferred)
- Strong organizational skills and attention to detail
- Excited about joining a small, fast growing company with a results-oriented culture

COMPENSATION + PERKS

- Paid hourly position
- Flexible schedule
- Employee discount