

MODERN CITIZEN

Modern Citizen is a destination for the modern woman, with 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. We're incredibly passionate about our community of customers and the company we're building. We believe that a successful company starts with a strong and empowered team that shares a hustler's mentality and an appreciation for details.

DESCRIPTION

Modern Citizen is looking for a reliable, organized, and driven Operations Intern to aid in order fulfillment, packaging, returns processing, inventory intake, and general operational duties. You will report to the Warehouse Lead and play a significant role in supporting Modern Citizen's online order experience. This role requires great attention to detail and a focus on continuous optimization of day-to-day processes.

ROLES + RESPONSIBILITIES

- Accurately pick, pack and ship daily orders at our San Francisco warehouse
- Receive, sort and put away inventory intake
- Process customer returns
- Help break down boxes and prepare for bulk trash pick-ups
- Organize and clean working areas daily to maintain safe and sanitary environment
- Must be able to lift up to 50 lbs.

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