

SALES OPERATIONS INTERN

Do you have a knack for detail? Are you a fast and accurate with data entry? Do you have strong Excel skills? Would you like to intern with one of the most fun teams on the South Shore? We are seeking an intern who can support our Sales and Marketing team. As Rustic Marlin's Data Entry Intern you will support all item and sales logistics functions. It is critical to operate effectively in a team environment and have the ability to wear multiple hats each day.

KEY RESPONSIBILITIES

- Enter data into our system balancing both quickness and accuracy.
- Coordinate all filing for entire sales + operations teams.
- Assist in account onboarding, production planning tools and ongoing sales support.
- Enter customer orders into QuickBooks ensuring that all unique specifications are captured.
- Assist manager and/or company owners with related projects as they arise.
- Work successfully both independently and within a team environment. Consider the ideas of others and work collaboratively to accomplish assigned tasks.
- Share your passion for both your role and the company with colleagues and external audiences.
- Be accountable and forward thinking in your actions.
- Assist Finance Manager with filing and projects as needed

QUALIFICATION + SKILLS

- Proficiency in Microsoft Office; Strong Excel skills required
- Experience with QuickBooks preferred
- Exceptional attention to detail required
- High level of accuracy
- Reliable and highly motivated
- Willingness to assist beyond job description boundaries as often the case in small businesses

DETAILS

- Job Type: Part-Time Internship
- Compensation/Academic Credit: Unpaid internship, upon request for currently enrolled college students eligible to receive academic credit for the semester
- Location: Hanover, MA