

SPORTS LOGISTICS INTERN

Do you have a passion for sports? 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 with all tasks related to our rapidly expanding Licensed Sports division. As Rustic Marlin's Sports Logistics Intern you will support all sales + marketing 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 licensed sports projects for the Sales + Marketing team.
- Work with VP of Licensed Sales and Design team to ensure accuracy of all licensed sports materials.
- Enter 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.

QUALIFICATION + SKILLS

- Proficiency in Microsoft Office; Strong Excel skills required
- Experience with QuickBooks preferred
- Knowledge of NFL, NHL + NCAA sports teams
- 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