

GLOW RECIPE

Fruit-Forward. Clinically Effective. Glowing Skin.™

RETAIL PLANNING INTERN

GLOW RECIPE UNPAID SUMMER INTERNSHIP PROGRAM

- Position: Retail Planning Intern
- Reports To: Retail Planning Manager
- Ideal Start Date: June, 2024
- Location: Remote
- Work Hours
 - We require one of your available days to be on Monday (at least from 9:30 am - 12 pm ET).
 - We prefer 2 full days at a minimum.
 - 3-4 half days (either morning or afternoons, hours have to be consecutive) or
 - 2-3 full days
 - Year-round: 9:30 am – 5:30 pm ET
 - Summer Fridays (Memorial Day to Labor Day): Monday through Thursday, 9 am - 6 pm ET, Friday, 9 am - 1 pm ET

It's Summer Internship Season and we're looking for beauty-loving, skincare-obsessed, detail-oriented interns to join our [for-credit-only unpaid Summer Internship Program](#)! An internship at Glow Recipe means you'll gain experience in the beauty field by working with a rapidly growing, skincare-focused startup!

[Glow Recipe](#) creates clean, fruit-forward, clinically effective skincare for glowing skin. We are a vegan, cruelty-free skincare line that pairs antioxidant-rich fruit with gentle, yet powerful actives to treat your skin based on its daily changing needs. We embrace real skin and are here to help you achieve your healthiest skin yet.

THE FINE PRINT

We're seeking motivated self-starters with a passion for beauty and skincare! Candidates must have excellent verbal and written communication skills; be analytical, and hard-working, have a positive attitude, and be a team player.

- Will receive insight and hands-on experience from the Retail Sales + Planning Team on the overall retail planning process and collection/analysis of competitive Global retail data
- Work closely with both the Americas and International Retail Operations, Marketing, and Strategy Teams
- Get hands-on experience in helping to create presentation materials, reports, and forecasting

- Work with cross-functional teams on various projects and coordinate deliverables such as building/maintaining reports, calculating retailer weeks of supply, weekly sell-in and sell-through analysis, etc.
- Participate and support the Retail Operations, Marketing and Strategy Teams on ad-hoc retail projects
- Candidates must be able to receive credits for the internship program and meet the minimum number of hours required.
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INTERNSHIP REQUIREMENTS/EXPERIENCE

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Candidates must be self-starters and have a passion for marketing, beauty, and skincare
- Excellent written, analytical, and communication skills
- Solid proficiency in Microsoft **and** Google applications (Excel, PowerPoint, and Word)
- Detail Oriented, hard-working, positive team player; flexible when business needs change
- A plus if you live in the greater NYC area, but not a deal-breaker
- Candidates must be able to receive credits for the internship program and meet the minimum number of hours required.
 - Able to work 3-4 half days (either morning or afternoons, hours have to be consecutive) or 2-3 full days (~9:30 am – 5:30 pm ET).

APPLICATION REQUIREMENTS

Submit the following to HRconsultant@GlowRecipe.com

- Cover Letter
- Resume
- Availability (Start date/end date/hours of availability)
 - What's the earliest start date and latest end date you can intern?
 - What days and hours of the week will you be available to intern?
- Location: Remote
- Acknowledgement that you **(1)** can receive school credit for this internship and **(2)** meet the minimum number of work hours required

RETAIL PLANNING TEAM

The Retail Sales + Planning Team supports the global Glow Recipe business. Acting as the liaison between the Retail Strategy team and the Operations team, planners report weekly and monthly sales information while supporting 360 retail strategies with informed forecasting of core and new products based on current and future trends.