



Fall 2019 Internship Job Description

Title: Product Assistant Intern

Classification: Internship

Hours: TBD

Compensation: Course Credit

Reporting to: Director of Product

Job Summary: *Akola seeks an exceptionally motivated and highly organized candidate to provide critical support to the Product team. The Product Assistant Intern reports directly to Akola's Director of Product and works closely alongside Akola's Product and Design team on a wide range of logistical and support operations. The ideal candidate works well in a fast paced environment for timely and effective completion of responsibilities to support the Akola team.*

Essential Functions:

- Assist the Product team with shipping and logistics internally and to buyers
 - Assist the Director of Product with multiple simultaneously occurring projects that include, *but not limited to*, sample tracking both internal and externally, shipped vendor raw material tracking both internally and externally, etc
 - Organization and sorting of inhouse jewelry materials. Which includes, *but not limited to*, sorting, verifying quantity / quality, labeling, and storing.
 - Check in materials as they arrive from local and global vendors to the Akola Dallas office. Which includes, *but not limited to*, receiving boxes and opening to do the following with the product, verifying quantity / quality, labeling, and distributing internal and externally.
 - Assist with photography and trunk show preparation
 - Occasionally, support the Product team by taking samples to vendors
 - Occasionally, represent Akola at product-related events
- * Please note, this is not a design position*

Qualifications Include, *but are not limited to:*

- The ideal candidate will thrive in a startup company culture, be a self-starter and balance highly detailed projects with creative thinking
- Must be currently pursuing a 4-year bachelor's degree (Junior or Senior level standing - located in Dallas metro area).
- Highly organized with the ability to handle simultaneous projects and multi-task
- Self-starter who takes initiative by anticipating needs in a support capacity
- Must have a car and be willing to drive locally
- Demonstrated passion for the mission and work of Akola
- Excellent team player mentality as well as willing to be flexible and adaptable to whatever the situation at hand may be.

Please send cover letters and resumes to Carolina Herrera at carolina@akolaproject.org.