



OFFICE FURNITURE HEAVEN

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officefurnitureheaven.com

We are currently seeking a part time administrative intern to assist our sales, design and administrative team in routine operations. The intern's duties will include: assisting in drafting client proposals, coordinating with the sales and operations team, data entry and maintaining and updating the sample library.

Essential Duties and Responsibilities

- Assist in drafting client proposals.
- Coordinating with Sales and Operations Team
- Organizing data and cataloging documents within company database
- Maintain and update sample library
- Maintaining company and showroom aesthetics

Skills and Education

- Currently attending or a graduate of a design, business, or administrative program.
- Proficient with Office Productivity software (Word, Excel, Outlook)
- Fast Learner
- Organized, detailed, and process-oriented
- Communication Skills (both written and verbal)
- Able to work both independently and as part of a team
- Able to work on various projects simultaneously