



Buying and Merchandising Internship

Are you passionate about the fashion and the retail industry? If so, Chic Soul wants to hear from you! We are looking for a Buying and Merchandising Intern who is hungry to learn and grow and excited to provide input into our Buying and Merchandising strategies and decisions. Primary responsibilities will include data entry and invoice management and will provide opportunities to learn what makes our buying processes in an e-commerce environment so unique! All of Chic Soul's internships include opportunities to meet with Chic Soul leaders, shadow other departments, and learn how each piece of the business works together!

Responsibilities:

- Work alongside Buyers for a first look at brand new and upcoming products.
- Research the market for new and emerging trends and conduct competitor analysis.
- Meet and communicate with domestic and international vendors.
- Handle purchase order management.
- Perform data entry and sheet organization.
- Maintain materials library and unpack and organize all samples.
- Track shipments and communicate arrival estimates.
- Attend fittings, assist with sizing and styling conversations and assist with size grading.
- Complete photoshoot preparation by steaming or packaging garments and accessories.

Qualifications:

- Pursuing or have recently completed a degree in Apparel, Business, Finance or a related field.
- Boasting a GPA of 2.5 or higher.
- Possessing a keen eye for detail and a results-oriented approach.
- Able to work within a team as well as on your own with minimal supervision.
- Self-motivated with a positive attitude and ability to thrive in an ever-changing, dynamic environment.

****Please note:**

- We will meet requirements for school credit.
- Chic Soul is located in Auburn, AL. This is not a remote position.
- Our in-office hours are Monday-Friday 8:00am-5:00pm. Candidates must be available to work 20+ hours a week during office hours.
- Must have availability to work on Wednesday afternoons.
- Paid hourly employee.

If this sounds like the perfect role for you, please send your resume to careers@chicsoul.com and put the title of the internship you are applying for in the subject line.

About Chic Soul

We know the power that good clothes have to make a woman feel confident and ready to take on the world; we also know the struggle of finding on-trend clothing that fits and flatters women with curves. This led us to create Chic Soul - an online only boutique that caters to fashionable women, sizes 10-22.