



Operations Assistant Internship

- **Time frame:** May 20th 2019 – July 26th 2019
- **Weekly Hours:** 8 to 20 hours per week
- **Flexibility:** schedule will work around the intern's class schedule, exam preparation, university holidays, and any other school-related responsibilities

Job Description:

The Operations Assistant provides administrative support for the general operations of the business. The Operations Assistant is responsible of ensuring the completion of general product inventory, registry, and assisting with financial budgets. As the business continues to develop, he/she is required to provide upper management with insights that will further increase productivity and improve workflow within the business operations.

Duties & Responsibilities:

- Relay business operations between employees and upper management
- Coordinate development projects and manage work flow by designing flow charts
- Open and maintain supplier accounts
- Create and place products into the proper system application (QuickBooks Online, Swipe Simple, Squarespace Inventory Program, etc.)
- Collect production information and analyze product necessities
- Complete daily operation check lists and responsibilities
- Maintain and organize supply inventory
- Prevent work flow errors by assisting with the supervision of the students
- Get necessary information of the clients prior to the start of the work day

Skills and Qualifications:

- Strong communication skills, both written and verbal
- Proficiency with office programs (Microsoft Office, Excel, Adobe Creative Suite, Microsoft Publisher, Squarespace, Square, etc.)
- Expertise with online marketing (Google AdWords, Facebook Business, Mobile Marketing, etc.)
- Sophomore, Junior, Senior or Graduate student with good academic standing
- Basic knowledge of Music and current events related to music appreciation
- Adept at multi-tasking
- Strong communication skills, both written and verbal
- Basic knowledge about business management
- Able to resolve employee conflicts with a calm and friendly manner
- Documentation & organizational skills
- Comprehensive computer skills
- Sophomore, Junior, Senior, or Graduate with good academic standing

Additional Information:

- Intern will report directly to Austin Kessler or Dianne Lorenzana for mentorship and assigned tasks
- Several networking opportunities will be available during the course of this internship

Application Process:

Submit resume to Ryan Aceituno - **ryanacemusic@gmail.com**

- Please email your resume by **April 1st, 2019**.
- If you are accepted for the internship, you will be notified on or before **April 8th, 2019**.
- For any questions during the application process, **please send an email**.

Company Information

Website: ryanacemusic.com

- President: Ryan Aceituno
- Product Lines: Musical instruments, accessories and instructional materials.
- Services: music education, student sponsorships, online marketing partnerships