

# reunited clothing

## Production Intern

We are looking to hire 1 Production Intern. This is a paid position.

### **Description:**

#### Logistics:

- Help with processing purchase orders and making sure all information matches records
- Following up on all shipment and delivery ETAs along with keeping systems updated
- Coordinating with various team members in order to ensure all information is correct & updated

#### Production:

- Help package items for shipment
- Assist in product pick up and drop off
- Showroom set up / steaming garments / logging in samples

### **Requirements:**

- Great attention to detail
- Initiative and incentive in completing tasks with sense of urgency
- Self-starter / creative thinker
- Minimum 3 days a week

Please email all inquiries to Ariel Koris: [ariel@reunitedclothing.com](mailto:ariel@reunitedclothing.com)