



Job Description

POSITION ANNOUNCEMENT

INTERNSHIP - Operations Assistant/Social Media – Austin, TX

Sugar Fashionista will be recruiting applicants for the position of Operations Assistant/Social Media Intern for the Spring Semester of 2017. As an Intern, you will be supporting staff on day to day tasks, as well as promoting the company services and products to the public, while learning fundamental marketing strategies, sales, and organizational skills. The responsibilities, duties and qualifications for this position are described below.

GENERAL:

Sugar Fashionista is an award winning company in Austin, Texas that offer event services for all occasions. We specialize in custom dessert tables and party rentals following the latest trend in fashion and events. In addition, Sugar Fashionista will now start offering event planning services for weddings and other social and corporate events.

SALARY AND BENEFITS:

This is a part time unpaid position. Hours are flexible and anticipated to be 15 hours per week.

APPLICATIONS:

Deadline for applications is January 18th, 2017. Applicants will be reviewed and considered on a rolling basis. Please include INTERNSHIP - Operations Assistant/Social Media in the subject line. Applicants should submit a current resume and cover letter to info@sugarfashionista.com.

Course credit offered if applicable.

POSITION DESCRIPTION

LOCATION: South Austin - (12308 Twin Creeks Rd Ste. B-101 Manchaca, TX 78652)

POSITION TITLE: Intern - Operations Assistant/Social Media

REPORTS TO: Owners

POSITION SUMMARY:

The Operations Assistant/Social Media Intern will help oversee the provision of services and will offer support to make sure the company run as well as it possibly can, with a smooth efficient service that meets the expectations and needs of their customers. The intern greets callers on telephone and in person, handles email and phone correspondence, make sales calls, visit venues and meet with vendors, will be involved in the creation of a new marketing campaign, maintains social media networks, and performs various clerical duties as time permits. Handles all calls and visitors in a friendly, professional, positive and helpful manner.

MAJOR RESPONSIBILITIES:

- Handle email and phone correspondence with vendors to obtain quotes, coordinates sales calls, and to schedule meetings with clients, venues and other vendors.
- Will shadow the owners on vendor meetings and create relationship with other colleagues in the industry.
- Maintains inventory and assists with supply orders and invoices if necessary.
- Creates and maintains Excel and Outlook spreadsheets to keep track of client's addresses and phone numbers, and various office phone lists, etc.
- Sell services by establishing contact and making calls in order to develop relationships with prospects.
- Handle inbound and outbound sales process.
- Generate new business leads through online prospecting.
- Answer emails and requests from clients and vendors.
- Understand customer needs and communicate them to owners.
- Act as pick-up and delivery agent for our products when necessary.
- Be part of a new marketing campaign.
- Creates daily social media posts to our online networks.
- Helps creating blog posts via eBlogger.
- Performs other tasks as assigned.

QUALIFICATIONS AND BACKGROUND:

Education: Must be enrolled in an accredited university or college.

Experience: some relevant work experience

Skills: Courteous, professional and pleasant manner; neat appearance; excellent and pleasant telephone skills; knowledge of Microsoft office; detail oriented with strong written and verbal communication skills; able to navigate and research via social media sites such as Twitter, YouTube, Instagram, and Facebook; able to multitask a wide variety of projects and daily assignments; and have positive and energetic interpersonal skills.

~ Must have a laptop.



P.O. Box #63
Manchaca, TX 78652
512.520.0993
www.sugarfashionista.com
info@sugarfashionista.com