



## **Sustainable Business Intern**

### **About the Job**

At Elevate Packaging, we're working to be a leader in sustainable packaging and change packaging, for good! To get there, we need exceptionally talented, bright, and driven people. If you'd like to help us build the place which offers the best sustainable packaging solutions, this is your chance to make a difference.

### **Responsibilities include:**

- Organize customer orders, quotations and special requests and coordinate effective resolutions with production teams.
- Office and Operations support for this small business
- Marketing and Sales support for eCommerce/website

### **Requirements:**

- Positive attitude. Enthusiastic about helping grow this eco business
- Resourceful Self-starter who takes initiative to solve problems
- Driven to succeed in entrepreneurial environment
- Highly organized and detail-oriented
- Excellent interpersonal skills, with strong written and verbal communication
- Solid MS-EXCEL skills
- A PLUS if you're into Finance, Mathematics, or Entrepreneurship.
- A PLUS if you have experience with any of these: QuickBooks, Big Commerce, eCommerce, WordPress, MailChimp, and CRM experience

### **Benefits:**

- Professional Development & Guidance
- Hands-on, strategic responsibilities
- Networking opportunities

For immediate consideration, please send resume and cover letter to [jobs@elevatepackaging.com](mailto:jobs@elevatepackaging.com), with subject *Sustainable Business Intern*. No phone calls, please.