

Summary:

Pack Elephant curates and sells gift bags – packs – sourced from artisans and craftsmen local to Grand Rapids and the immediate surrounding region. All packs are sold on our e-commerce platform for convenience, and shipped or delivered to the end customer based on the customer's location. We are committed to promoting local, and aim to make the process of buying local easier for your busy everyday end consumer. We are looking for an Executive Intern who will help manage on-the-ground inventory management, delivery and social promotion. The ideal applicant will possess strong knowledge of the digital media landscape and be a frequent user of various social media sites.

Responsibilities include:

- Managing content calendar for social promotion
- Creating visual and witty posts for social promotion
- Organizing and stocking inventory; managing re-orders
- Packaging, shipping and occasional in-zone delivery

Prerequisite qualifications:

- Possesses bachelor's degree, or is enrolled in a bachelor's program with a focus in communications, operations management, and/or related fields
- Is organized and skilled at time management
- Has driver's license and independently insured vehicle
- Excellent oral and written communication skills
- In-depth working knowledge of Facebook, Twitter, Instagram, YouTube, Pinterest and Google+
- Experience with social media analytics, including Google Analytics and Facebook Insights

Application deadline date: Review of applications will begin immediately and will continue until position is filled.

How to apply: Email all inquiries with resume to info@packelephant.com. If you need assistance or have questions, call Winsome Kirton at (954) 649-2289.