

INTERNSHIP OFFER

CAREER STREAM



Operations Intern

Job Description

- **Warehouse Space** – improve our soap processing facility so that it remains safe, productive, and engaging to volunteers and staff
- **Data recording system (airtable)** – to set up efficient inventory measures to keep track of our different products at the warehouse (handmade soaps, recycled bar soap, recycling amenity bottles).
- **MEY Program** – work with ethnic minority and special needs part-time workers to create meaningful and dignified work for the less-advantaged in Hong Kong
- **Safety regulations** – understand the risks in the warehouse and improve safety measures
- **Warehouse marketing** – produce new props and distribution map banner
- Based on the capability and availability of the intern, his or her duties may also cover **HR issues** and **marketing issues**

Requirements

- Detail-minded
- Tech-savvy / Willing to learn and use IT record-keeping tool
- Passionate in building relationship with different people like MEY workers and local communities
- Design, CRM, social media, digital marketing
- Willing to learn and use new IT tools and tech-savvy
- Good content writing
- An interest or hobby in photography is a plus
- Ideal for students who want to enhance their communication skills, attention to detail, and ability to influence others

Working location

Soap Cycling