



for little citizens of the world

Position: Operations/Finance Intern

Location: Potrero Hill, San Francisco, CA

Tea Collection (www.teacollection.com): Tea is a wholesale children's apparel company located in San Francisco. We design and manufacture our unique brand of children's clothing for sales and distribution through national and international retailers as well as our own website. This is a great opportunity to learn about the apparel industry from the operations and finance standpoint. We are a young company and growing fast. We are ready to invest in the professional development of the right candidate.

Job Overview: Tea is currently looking for an Operations/Finance intern to support our growing Fulfillment/Office Management and Accounting Departments. Specifically support with inventory management between wholesale and e-commerce business, supply management, shipping method research, department store orders, collecting payment information, invoicing and working with our factor on Net 30 payments. This position requires a lot of contact with our customers, and every conversation needs to effectively represent the Tea Brand. There is an opportunity to grow into further analyses and other areas of interest in the future.

Qualification Requirements:

- * Minimum commitment of 2 days a week, at least 4 hours a shift
- * Ideal candidate: business/accounting student looking for professional experience
- * Strong communication skills, detail-oriented, computer savvy
- * Can make a long term commitment and is interested in growing with our company
- * Only serious applicants who have the appropriate availability need apply

Details: Please email your resume to jobs@teacollection.com. Include a cover letter letting us know why you are interested in the internship and what your professional goals are. Visit our website at www.teacollection.com