

**Green School Bali** is a progressive, dynamic and wall-less Pre-K to Grade 12 educational institution, located in the lush jungle of Bali, Indonesia.

### **Internship Description:**

Green School's 'Green Shop' is in charge of providing the Green School community, and external guests with some of the island's most sustainable products.

The intern will work alongside and receive direct mentorship from the Development, and Green Shop team at all stages. Through this internship, you will gain valuable skills and knowledge with regards to marketing and sales, customer relations, communication, and organizational skills that will prepare you to enter the work environment.

### **Job Description:**

*Assist in Green Shop management:*

- Assist in opening, and cleaning the shop on a daily basis
- Taking turns in opening and overseeing the Pop-Up Store at the end of the tour
- Tracking inventory to ensure correct recording
- Provide customer services, and assisting customers when necessary

*Green Shop sales reporting:*

- Accurately record all sales at the end of the day
- Assist the Store Manager in the process of writing the monthly sales reports

*General responsibilities include but are not limited to:*

- Assisting the team with strategizing daily sales plans
- Brainstorming and researching opportunities to grow the Green Shop (e.g. new products, or sales strategies)

### **Requirements:**

- Eager learner
- Strong attention to detail and organizational skills
- Great customer service skills
- Engaging personality: friendly, supportive, helpful
- Ability to adapt and work collaboratively within a multicultural community
- Proven proficiency in English and communication skills, both written and spoken
- Knowledge and familiarity in retail and sales is a plus

**Working hours:** 8 am - 4 pm | **Duration:** Jan-Jun 2019 | **Wage/Salary:** Paid