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# Example of Retail Intern Job Description

Our growing company is searching for experienced candidates for the position of retail intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for retail intern

* Must have legal authorization to work in the United States
* Support Retail Marketing Team in researching, planning and execution of marketing programs for Timberland Stores
* Monthly budget processing to include POs and identifying charges on the monthly general ledger
* Manage daily tasks for outlet partner communications and tactics
* Manage all Retail store marketing requests and coordinate coupons and giveaway items for Retail events
* Manage creative projects as necessary
* Create copy docs for email distribution
* Help with shipping and messengering of items to stores
* You will work in a self-dependent, autonomous and target-orientated way on a number of challenging projects
* As a matter of course you will be in touch and cooperate with some of our Global Departments (Global Retail Operations, Global IT Retail Infrastructure, Global Business Solutions)

## Qualifications for retail intern

* Sensitivity to beauty sector
* XCEL, Powerpoint, Outlook, Word, InDesign, Adobe Suite, (CAD preferred but not required)
* English (any other languages a plus)
* Proficient in analyzing data that includes pricing, margin, turn, square footage, , creating ROI modeling
* Undergraduate or graduate level student who possesses the desire to work in the commercial real estate industry
* Position is located in Greensboro, North Carolina