

Gloria Duchin, Inc.

201 Narragansett Park Drive, East Providence, Rhode Island 02916

E-commerce Intern

Gloria Duchin, Inc. a leading designer and manufacturer of seasonal ornaments and gifts, is looking to hire a motivated student for an e-commerce internship. The candidate will gain experience working with leading e-commerce dropship interfaces such as CommerceHub and Walmart.com, learning how to manage web order fulfillment and effectively market online products.

Responsibilities will include:

- Processing web orders through partner sites and corporate website
- Creating the necessary work orders and packing slips for order fulfillment
- Managing web inventory and coordinating with the purchasing department to ensure items are available
- Maintaining and updating weekly web sales reports
- Updating the product listing for partner sites and corporate website
- Monitoring online customer feedback and product comments as well responding to customer inquiries

Potential candidates must be extremely detail-oriented and be comfortable working with Microsoft Excel and Word as well as using the Internet.

Compensation: College Credit

Hours: 5-10 hours per week

Location: East Providence, Rhode Island

Please send resumes to Rachel Menard at rmenard@gloriaduchin.com