

NEWLAB

19 Morris Ave, Brooklyn Navy Yard
Brooklyn, New York 11205
718 488 7005

Cafe Fellow

New Lab is seeking a cafe fellow to assist with the daily management of NEEDS, our in-house cafe and retail concept. This year-long program is ideal for a college senior or recent graduate, majoring in hospitality management, business administration, or marketing who is seeking to gain tangible industry experience in a highly creative, collaborative and fast-pace environment.

Responsibilities

- Greeting, engaging, and assisting customers
- Point-of-sale system management
- Merchandising, including product selection, sourcing, pricing and display
- Promotion and sales, including assisting with developing marketing material to drive revenue
- Developing and managing vendor relations
- Ordering, receiving, labelling and stocking inventory
- Overseeing quality control and upholding of brand standards
- Managing inventory
- Profit/loss and product performance reporting
- Assisting with feasibility study, development and full execution of the NEEDS online store

Skills

- High-energy, positive, friendly and committed to providing high-quality service
- Eager to learn about branding, marketing, operations, and the retail, food and hospitality industries
- Feels comfortable working in a fast-paced and evolving work environment where demands and priorities can change quickly
- Is adept at learning and using digital tools, including Adobe Creative suite, to create sales and marketing material
- Takes initiative to acquire new skills in order to improve performance
- Is excited to learn about developments in technology, science and culture
- Is able to demonstrate experience with MS Excel and Google Drive Applications
- At least 1 year of experience in the retail, hotel or restaurant industry
- Experience working with Square POS system is a plus

About New Lab

New Lab supports entrepreneurs who are defining the future of technology and human experience. Based in the Brooklyn Navy Yard, New Lab provides the tools and community that unite and support 500 innovative entrepreneurs, designers, and engineers representing over 100 companies in a variety of fields—including robotics, A.I., urban technology, and energy—and fosters collaboration and advancement across disciplines.