



Customer Operations Associate – Internship

10+ Hour/Week Paid Internship with a Local Sustainability Leader

657 Main Street, Waltham, MA 02451



Opportunity Description

Preserve is a pioneering company with a vibrant entrepreneurial spirit. We seek a self-motivated and responsible individual to assist in a variety of tasks essential to the operation and success of our company and in turn pledge to provide opportunities for learning about the operations of a small mission-driven business. We are looking for a hard worker with a great attitude who values attention to detail. A sense of humor is a definite plus.

Key Activities

Assist with day-to-day responsibilities associated with running the Preserve online store, including:

- Mail product samples and information to customers, partners and press
- Assist with inventory counts and maintain the stockroom
- Support customer service, finance, sales and marketing departments with a variety of other projects including research

Internship Requirements & Qualifications:

- Basic computer proficiency (Outlook email, internet, MS Word and Excel)

Candidate must be a team player who is flexible, thorough, and able to work independently. Must be well organized and show initiative in starting and following through on projects.

Compensation: \$15.00/hour



In addition, the Preserve team pledges to offer plenty of high impact opportunities for you to contribute to and learn about the workings of our fast growing, mission driven company.

Schedule:

Approximately 10-12 hours per week during week days. The schedule can be coordinated together with the intern, though spreading across 3+ days is best. Preserve is open M-F 8:30-5:00pm

The people we want to work with are:

- Team players with a positive, eager to get-it-done attitude
- Interested in working for and learning about a small company with an entrepreneurial spirit
- Committed to socially and environmentally responsible business practices

About Preserve

Preserve (www.preserve.eco) is the leading producer of stylish 100% recycled household products. We turn yogurt cups into toothbrushes and take-out containers into cutting boards. Through innovations in recycling, environmentally responsible materials, and sustainable design, we've been finding more resourceful ways to make everyday products for the kitchen, table, and bathroom since 1996. Our company is powered by the recycling efforts of individuals and companies via our Preserve Gimme 5 program. Through this program, we accept #5 plastics that many US municipalities do not recycle—such as yogurt cups and other common household containers—transforming them into new Preserve products. All our recycling and manufacturing is done in the USA. Preserve empowers people to make everyday choices that are better for the earth while offering real solutions without compromise. Preserve products can be found at forward-thinking retailers like Whole Foods Market, Trader Joe's, Target, and a variety of grocery and natural food stores. Preserve is also a certified B Corp—a type of corporation that uses the power of business to solve social and environmental problems (www.bcorporation.net) Preserve is located in Waltham, MA and is easily accessible from public transportation.

Culture at Preserve

We are a company with an entrepreneurial spirit. We take action and believe strongly in calculated risks. We aim to take our work seriously, but also to laugh at ourselves. Underlying all that we do is a respect for each other and an acknowledgement that it is our unique experiences and perspectives that make us a stronger team. We are flexible but accountable. We work hard and play as often as we can, sharing potlucks, birthdays, and tossing a Frisbee after an outdoor meeting.

To Apply

Please reach out to Elizabeth Masasabi at Elizabeth.Masasabi@preserve.eco





Please tell us why you think you would be a good fit for this opportunity, your availability and how best to reach you.