

# Job Opportunity: Operations Intern



## Summary

475 is a rapidly growing Brooklyn-based startup that imports, distributes, and advises on high performance green building components throughout North America. We're focused on transforming the US construction marketplace from coast-to-coast toward low-energy, high-performance building design, with a focus on sustainable materials. We seek a highly motivated intern interested in sharpening their skills in logistics, international import processes, inventory management, and office management. The position is 3 days per week, lasts up to 6 months (depending on availability), and it may be required that you bring your own laptop. Interns receive a modest stipend and the opportunity to be involved in the operations management of a growing green business as well as interact with designers, architects, engineers, and green building firms across NYC and throughout North America.

## Responsibilities

- Assemble and organize data related to products, sales, customers, and logistics
- Prepare and distribute information and sample materials to architects, engineers, and builders across North America
- Research architecture and engineering firms to assist in the development of regional sales presentations
- Assist in streamlining of organizational processes and workflow
- Assist staff with customer management
- Assist in event planning and management
- Build models to demonstrate real-life product uses
- Assist with data entry, mailings, and errands
- Aid with miscellaneous administrative tasks
- Attend 475 sponsored events

## Desired Qualities

- Excellent communication skills, especially over phone and email
- Experience with Excel formulas
- Proactive with a strong work ethic
- Strong interest in business management and logistics
- Interest in high-performance building practices, especially Passive House
- Ability to work well both independently and as a member of a team
- Available to work 24 hours per week or more

## Background

- Experience in a fast-paced office setting
- Experience with logistics, office management, and customer relations
- Business, architecture, construction, or sustainability planning experience a plus

Send résumé and cover letter to [info@foursevenfive.com](mailto:info@foursevenfive.com); subject: "475 Operations Intern"