



Brand: Victoria's Secret PINK
Position: Design Operations Intern, PINK Design Operations
Hiring Managers: Joanne Meltzer

POSITION DESCRIPTION:

The PINK Design Operations Intern will assist the Design Operations Director in supporting the day to day design operations responsibilities for meeting and process management/support. This role will provide the intern exposure to all aspects of the design process. The position will be full-time (40 hours/week) starting in June.

RESPONSIBILITIES:

- Support the preparation and updating of meeting agendas and planners
- Analyze the design process to understand the internal cross-functional touch points/ handoffs
- Support the building of the 2014 design development calendars
- Research calendar management options / solutions
- Create a design calendar management process
- Other projects to be assigned as needed

QUALIFICATIONS:

- Working towards a Bachelors degree in Business, Operations, Merchandising or related field with a high degree of interest in Retail or Product Development
- GPA at least 3.0
- Must be able to work full-time (40 hours/week) during summer internship
- Fluent in MS Office programs including Outlook, Excel, PowerPoint
- Technically savvy
- Possess strong problem solving skills; Out of the box thinker
- Possess excellent communication and organizational skills; Detail oriented and possess sense of urgency
- Possess high initiative and ability to work independently as well as in a team
- Ability to manage multiple projects simultaneously; Highly motivated individual with a hands-on working style
- Interested in and passionate about Retail
- Proven track record of leadership in community and/or student organizations

LOCATION/TRAVEL: NYC based (No travel expected)

Please Note: This job description is not intended to be a complete list of all responsibilities, duties or skills and due to the changing nature of the job is subject to review and change at any time, with or without notice.