



OPERATIONAL INTERN

Company Overview

AMYI is a dynamic and innovative events company dedicated to offering curated events and occasion gifts. As we continue to grow and expand our operations, we are seeking a highly motivated Operational Intern to join our team.

Position Overview

As an Operational Intern, you will work closely with our management team to support various aspects of our daily activities. This internship offers a unique opportunity to gain hands-on experience in operational processes, marketing, project management, and cross-functional collaboration within a fast-paced environment.

Responsibilities

- Supports Director with the coordination and execution of operational tasks, including but not limited to:
 - Inventory management and tracking.
 - Logistics coordination for inventory and events ticketing.
 - Data entry and analysis to support operational decision-making.
 - Marketing and promotional collateral at all event stages.
- Collaborate with team members to identify process improvement opportunities and contribute to the implementation of solutions.
- Support project managers with project documentation, scheduling, and progress tracking.
- Conduct research on industry best practices and emerging trends to inform operational and marketing strategies.
- Provide administrative support as needed, such as organizing meetings, taking minutes, and managing documentation.

- Maintain a high level of professionalism and confidentiality in handling sensitive information.
- Adapt quickly to changing priorities and deadlines, demonstrating flexibility and a willingness to take on new challenges.
- Assisting in on-site event operations as needed.

Qualifications and Requirements

- Must be 18 years of age or older with a high school diploma or equivalent.
- Currently enrolled in an Associate's or Bachelor's degree program, preferably in Business Administration, Operations Management, or a related field.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent attention to detail and accuracy in data entry and analysis.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Adobe Suites such as Photoshop, Canva, and Wix.
- Strong interpersonal skills and the ability to work effectively in a team environment.
- Proactive attitude with a willingness to learn and take initiative.
- Must be willing to work flexible hours and have access to a computer with reliable internet connection.
- Previous experience in a professional or internship setting is a plus, but not required.

Duration and Compensation

- This is a 6-month volunteer internship position with the possibility of extension based on performance and business needs.
- Interns are entitled to discounts for use in future events upon successful completion of shifts.
- Kindly note that the role being offered is seasonal in nature. This means that employment is temporary and tied to specific periods of high demand or particular seasons. While opportunities for extension or future employment may arise based on performance and business needs, there is no guarantee of continued employment beyond the seasonal period. Candidates considering this position should be aware of its

temporary nature and be prepared for potential fluctuations in workload and hours.

Application Process

To apply for this position, please submit your resume using our application form on the careers section at amyievents.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.