

# Operations Manager Intern



Full time – 6 /12 months – Hollywood, Floride

## Description of the company

An Innovative Biotechnology Company is hiring an Operations Manager Intern to join their team for 6 to 12 months.

## Missions:

- \* Content creation for social media
- \* Financial analysis
- \* Responsible for all on site aspects of the logistics: supply chain and customer delivery operations, expeditions, purchasing management
- \* Make sure that each step of the distribution process is respected and processing on time, on budget and to the right quality standards
- \* Manage customer complaints or queries in an efficient manner
- \* Ensure the efficient running of administration and office procedures
- \* Actively manage subcontractors to ensure that they perform in line with their contractual agreements

## Skills

- Excellent written and verbal communications skills
- Fluent in English
- Easy talking and fast learner
- Ability to handle multiple projects at the same time