

Intern Job Description

Fluent in 3 Months, an online media chain based around the highest trafficked language learning blog online, is looking to hire an **ADMINISTRATIVE ASSISTANT** to assist the company's founder in relieving some of the workload of tasks that need to be carried out in or near Hoboken.

This will be an excellent opportunity to learn how an online business like this works from behind the scenes. The job will be part-time (5-10 hours a week) with flexible hours and will report to both Fluent in 3 Months' Executive Assistant and to the Founder, Benny Lewis. This will involve office administrative tasks in our headquarters in Hoboken (free parking at the building offered, and not far from the Hoboken PATH), with the remaining occasional work to be done at events nearby.

*****ALL APPLICANTS MUST BE NEW JERSEY RESIDENTS*****

Job Requirements

- Handle logistics and paperwork of the overall business under the direction of the Executive Assistant
- Administrative tasks like processing mail and packages, handling Amazon returns, scanning, checking out venues for future events, picking up dry cleaning, etc.
- Assist with running events in the tri-state area (checking people in, helping with presentations, selling founder's books, answering typical questions etc.)
- Attend conferences or events in the tri-state area on founder's behalf, take notes, network with attendees, and other tasks as needed
- Take photos at events using founder's DSLR camera. Basic photography skills a plus, but equipment and directions will be provided
- Assist with moving and basic set-up of recording equipment at a recording studio
- Help with aspects of the day-to-day running of the business so founder can focus on content creation

Job Qualifications

- Experience working in a collaborative office
- Strong executive functioning skills including excellent time management, methodical organizational skills, and ability to think critically and rationally when making decisions
- Familiar with online tools like Trello, Google Docs, advanced Gmail & its plugins, Basecamp/Asana or other organizational systems
- Confident using a modern Windows PC and relatively comfortable adjusting to new software and apps

- Ability to take initiative on tasks while also having the ability to recognize when further questions should be asked
- Highly motivated and confident
- Strong customer service skills; outgoing and sociable personality
- Possess a valid NJ Driver's License

In-person interviews and test tasks will take place during Friday, April 12 and Monday, April 15. Work will begin shortly after (flexible start date).

To apply, please send your cover letter and resume/CV to theduke@fluentin3months.com with the email title "NJ intern application". Please only apply if you are already a NJ resident. Anyone resident in another state (even NY) or country who is considering moving if they get a job, unfortunately cannot be accepted given how few hours a week this will be.