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10720 Miller Road # 212, Dallas, Texas 75238 | 866-570-9958

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J2B Holdings, LLC, a rapidly growing ecommerce startup, is offering two paid internship positions for its Dallas office during the 2014 summer.

**Internship Description:**

- Summer 2014 (May – August, exact dates flexible)
- 20 – 39.5 Hours a week
- Paid internship
- Interns will be working alongside the managing partners of the organization, and will receive firsthand experience of managing and operating a startup

**Intern Responsibilities:**

Summer interns will be responsible for participating in a wide variety of projects in the fast paced environment of a growing company, including the following:

- Research related to expanding current or potential new business opportunities
- Assisting with development and/or improvement of inventory management systems
- Design and/or proofing of promotional materials
- Management of social media platforms
- Day-to-day processing of inventory and orders
- Other short or long-term projects that arise during the course of the internship

**Basic Qualifications:**

The applicant must have the following qualifications to be considered:

- Proficiency in Excel
- Attention to detail
- Strong written and verbal communication skills
- Ability to manage time and deadline of projects
- Minimum GPA of 3.0
- Candidates with knowledge of front end or backend web programming languages or with experience in Adobe Creative Suite will receive additional consideration.

**How to Apply:**

Interested candidates should send a resume and cover letter indicating available start date to Jonathan Boos at: [jonathanboos@ecoplanetbooks.com](mailto:jonathanboos@ecoplanetbooks.com).