

KOTN

SUPPLY CHAIN INTERN

Full-Time Summer Internship

Term: May 9th, 2022 - August 12th, 2022

At Kotn, we're reimagining the way our everyday items are made and purchased, beginning with your wardrobe, setting a new standard for social impact and traceability. Founded in February 2015, Kotn has been featured in over 80 publications such as New York Times, GQ, Vogue, Elle, and The Wall St. Journal. Kotn was founded in Toronto by three best friends, who were fed up with compromising on quality, design, sustainability, brand experience, and price.

ABOUT THIS ROLE:

Kotn is looking for an Intern to join our Supply Chain Operations team. Reporting to the Supply Chain Manager, you will support the supply chain and logistics departments in building efficient and scalable processes. This is an exciting opportunity to contribute to building out Kotn's Supply Chain function.

GOOD & WELL INTERNSHIP PROGRAM

This internship is being offered as a part of [The Good & Well Internship Program](#). Throughout our summer internship program, Good & Well provides participants with opportunities to work with dynamic, high-potential social ventures as well as to learn from and network with professionals working within the social impact ecosystem in Toronto.

KEY RESPONSIBILITIES

- Support the team to build processes for cross-functional reporting across sourcing, production, product development and logistics departments
- Monitor time and action calendars to find areas of opportunity for improvements
- Support the Production and L&D team in improving inbound logistics during the summer and fall launches.

- Support in traceability and compliance auditing activities

MUST-HAVES

- Excellent Communication Skills - written and verbal
- Extremely organized, with the ability to adapt to fast-changing priorities
- Excellent time management skills and high attention to detail.
- Proficient in MS Office and GSuite applications
- Passionate about sustainability and ethics
- Legally entitled to work according to Ontario's legislation and regulations

GOOD-TO-HAVES

- Ability to multitask, and successfully execute on multiple priorities

OTHER DETAILS

- \$19.05/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5:30pm EST.
- This role is currently remote, but you may be expected to come into our offices located at 263 Adelaide Street West, Suite 401, Toronto, ON, M5H 3G2

HOW TO APPLY

The application deadline is **January 16, 2022 at 11:59PM EST**. Learn more about the Good & Well Social Impact Internship Program and how to apply [here](#).

Please note that applications will be reviewed on a rolling basis and those submitted via other methods will not be reviewed.

Kotn is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status.