

FLUX MARINE

Operations Intern Job Description

Company Overview

Flux Marine is a high-growth marine technology start-up that is designing electric outboard motors from the ground up without using legacy combustion engine parts. This allows our motors to maximize efficiency and minimize maintenance without compromising performance vs gas engines. Our technology has many applications including commercial, recreational, yacht tender, and defense markets.

Internships Overview

We are seeking a highly organized Operations Intern to support our leadership team with general day-to-day business and operational tasks. In this role, you will work with the HR and Marketing teams to keep our office and shop running smoothly. The successful candidate will be a self-starter who is passionate about the future of marine electrification and the blue economy. We promote a hard-working, high reward environment as we continue a period of hyper-growth. As a part of this role, you will have visibility into the other projects in development at the company and will regularly engage with the executives and founders on the progress of your work.

Roles & Responsibilities

- **HR Project Management:** Assist the Director of Talent with talent recruitment, performance management and onboarding processes.
- **Event Planning:** Collaborate the Sales & Marketing Team, Culture Committee and Employee Resource Groups to plan and execute special events and teambuilding activities.
- **Operations Management:** Execute daily and weekly tasks such as updating company calendars, organizational charts, ordering snacks, assisting with travel arrangements for company purposes.
- **Other Duties:** Analyze operations efficiency and forward suggestions for improvement to the leadership team and assist with other functions and duties related to the company's operations.

Qualifications & Experience

- Passion for entrepreneurship and new technologies
- Strong communication and organizational skills
- Self-motivated work ethic with strong attention to detail
- Ability to multi-task in a fast-paced environment

Internship Details

- **Location:** Flux Marine is located in Bristol, RI. The Operations internship is an on-site position.
- **Hours:** Minimum of 40 hours per week with flexible scheduling
- **Duration:** The summer internship will run from late May through mid-August.
- **Work Environment:** Flux Marine is a tech start up with bright sunny offices and a fully built R&D and production facility. It is a casual and fast paced environment where all employees are encouraged to participate in teambuilding activities both on-site and on the water!

Equal opportunity Notice

Flux Marine is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Flux Marine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Flux Marine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Flux Marine will not tolerate discrimination or harassment based on any of these characteristics.