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INTERNSHIP: IN OPERATIONS/ADMINISTRATION

CGTrader is the fastest growing 3D model marketplace in the world, with over 560,000 3D models available for sale and download, and more than 1,000,000 3D designers in the community.

It serves business customers in advertising, video production, gaming, manufacturing, design, VR/AR, 3D printing industries from over 100 countries, leading regions being the United States and Western Europe. CGTrader's paying customers include Apple, Microsoft, Boeing, Nike, Discovery Channel, Lucas Films, NVIDIA, Razorfish, BMW, IDEO, Dell, Intel as well as thousands of 3D studios, advertising agencies and freelance developers.

Currently we are looking for an **Intern/Operations assistant** who will be responsible for running day-to-day office operations. Your **responsibilities** will be:

- General office management.
- Research for office improvements.
- Tracking/managing office equipment.
- Assistance with recruitment process.
- Daily/weekly orders.
- Assistance with meetings (coffee, etc).
- Assistance with document sorting/archives.
- Creative ideas for teambuilding.

Who you are:

- You like to manage and administrative various tasks;
- You are able to work to tight deadlines, prioritizing and multi-tasking effectively and efficiently to manage conflicting workload.
- You have strong verbal and written communication skills in Lithuanian and English.
- You are confident, friendly and you can stay calm under pressure.
- You like to learn new things.

What we offer:

- Flexible working hours (ability to study and work at the same time).
- Support towards experimentation and learning from mistakes.
- Chance to work in a global data-driven company.
- Great atmosphere and inspiring colleagues.
- Work in THE tech-hub of Vilnius - Vilnius Tech Park, and a park (literally) just outside the office.
- Regular small and big teambuilding activities.
- Animal friendly office space ;)