

**Live Good, Inc.**

17175 Von Karman Ave.

Irvine, Ca, 92614

[www.livegoodinc.com](http://www.livegoodinc.com)

**COMPANY DESCRIPTION**

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Live Good, Inc. is an award-winning company that specializes in manufacturing organic products utilizing socially and environmentally-conscious practices.

**DUTIES & RESPONSIBILITIES**

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The Intern will be responsible for assisting in accounting, inventory management, and some business development projects.

**QUALIFICATIONS & REQUIREMENTS**

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- Proficiency in Microsoft Office, QuickBooks and other accounting software packages
- Strong communication and computer skills
- Excellent organizational skills
- Ability to juggle multiple projects in a fast-paced environment

**TIME COMMITMENT**

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These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)

**HOW TO APPLY & DEADLINE**

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Respond to company job advertisement. Applications are accepted year round.

**CONTACT INFORMATION**

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For More information please contact Jennifer Chi at [jen@livegoodinc.com](mailto:jen@livegoodinc.com) or 415-359-4810. You can also visit their website at [www.livegoodinc.com](http://www.livegoodinc.com).