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# Example of Customer Service Intern Job Description

Our growing company is searching for experienced candidates for the position of customer service intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for customer service intern

* Develop customer satisfaction strategies unique to each customer’s needs
* Track and monitor customer performance metrics
* Develop and maintain customer presentations and communication tools
* Manage special projects/initiatives that will improve the customers overall experience
* Chair or participate in at least one major site committee for Environmental, Health & Safety
* Foster a quality culture, reinforcing the importance of system compliance by empowering each employee to act as an owner
* Drive site ACE Gold metrics
* Utilize QCPC processes to drive the early identification of critical systemic issues
* Support our B2B customer service by taking orders and managing invoices and returns
* Manage customer information

## Qualifications for customer service intern

* Must be available immediately and able to work full-time
* Last-year Bachelors or Masters Degree Student required
* Excellent computer skills, to include reports, data analysis and presentations
* Demonstrated Team and Project Leadership skills
* Quick learning in a fast-pace environment and self-starter
* Be in charge of preparing various sales reports that needs to be delivered daily, weekly and monthly