



Example of Administrative Intern Job Description

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Our growing company is looking for an administrative intern. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for administrative intern

- Prepare, correct and formatting documents (letters) and PowerPoint présentations
- Managing production of promotional LPD SKU's
- Creating production plan and working with MSL to understand WIP issues
- Coordinating with Development, TPD and MSL on executing assembly production and/or reworks requirements
- Assist in processing ADI forms
- Provide availability to MSL of stock for ship dates
- Running Customer Relationship Management (CRM) campaigns
- Managing social media presence
- Regularly generate, analyse, interpret and communicate traffic against Key Performance Indicators (KPIs)
- Competitor benchmark analysis and monitoring competitor campaigns

Qualifications for administrative intern

- Must be currently pursuing or be within one year of obtaining a Bachelor's degree in Supply Chain Management or a related discipline
- Previous experience in Supply Chain or related experience
- Classroom knowledge in Supply Chain acceptable
- Must be able to work in NJ
- Research and create best practice presentations on new digital initiatives
- One significant experience either in digital or in marketing in a CPD leading company