



Example of Intern, Office Job Description

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Our growing company is searching for experienced candidates for the position of intern, office. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for intern, office

- Support in the operational budget planning process
- Analytical support of Operations Management
- Assist in preparation of plant-wide events and communication
- Foster continuous improvement culture and generate ideas on efficiency improvements
- Based on the progress of aforementioned responsibilities, assignment of additional JIRA implementation activities will be assigned
- Responsible for data entry, filing and general office duties
- Prepare outgoing mail for distribution
- Maintain confidential office filing and storage systems
- Update and maintain electronic contact lists
- Carry out duties in a professional manner

Qualifications for intern, office

- Desire to work as an Assistant Buyer upon Graduation
- MS SharePoint site maintenance/development
- Working toward B.S
- Must be pursuing a degree in civil engineering, geotechnical engineering, mining or construction management (or related degree)
- Must be a local candidate to our Manhattan office
- Evaluate and set up an easy to follow demo using realistic business cases and create step by step instructions for users to replicate what they see