



Example of Office Intern Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for an office intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for office intern

- Performs receiving and distributing mail, record and information management, facility maintenance, custodial and other support services
- Sorts, distributes and collects incoming/outgoing mail
- Answers phones, performs routine data entry, filing, copying and other associated clerical tasks
- Operates a variety of standard office equipment in performance of duties
- Orders mail room and office materials as necessary
- Be available for Team Admins for ad-hoc office management tasks (printing, photocopying)
- Working on a beacon-based public art project with the Museum
- Exploring other location-based digital opportunities, , murmur
- Developing a WordPress site & helping to improve existing sites
- Exploring project management tools with the Instructional Design team

Qualifications for office intern

- Turkish native speaker
- Interest in Quantitative Data Analysis
- Ability to develop and analyze research problems
- Pursuing a degree in Construction Management, Civil Engineering or a closely related degree
- Interest in vertical/ structural construction

