



Example of Office Intern Job Description

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Our growing company is searching for experienced candidates for the position of office intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for office intern

- Coordinate learning events by setting up lunches, space planning and logistics, materials, reminders
- Assist with our local Greensboro Happenings and other associate related communications at VFWHQ
- Assist with space planning, office and new hire set up and office space renovation project work including coffee bar and associate experience set up
- Managing and maintaining project room boards
- Typing and printing meeting agendas and notes
- Scheduling meetings and setting up meeting rooms
- Assisting with program onboarding
- Coordinating meetings and food delivery
- Recording and scanning documents
- Support in target setting & tracking for Key Performance Indicators (KPI's)

Qualifications for office intern

- Master Degree in Business Administration/Finance/Marketing
- Interest in learning M&A and licensing transactions
- Bachelor's in Accounting (Senior 2017 or grad student preferred)
- Must be willing to relocate for first assignment and throughout career as we operate on project/work need basis
- Interest in heavy civil/transportation construction
- Experience with Google Apps (Gmail, drive, sheets, etc)