



Example of Office Intern Job Description

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Our company is growing rapidly and is hiring for an office intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for office intern

- Understanding of inner workings of Corporate Suite
- General customer service skills
- Positively communicate and demonstrate the company's "Open, Honest, Listen, Accountable" values by developing trust and respect among associates
- Greet all incoming visitors, ensure visitors sign in and notify appropriate contact
- Answer main telephone line and direct incoming calls to the appropriate department
- Provide clerical support for all departments as assigned
- Coordinate delivery of all incoming mail and faxes
- Create and distribute badges to allow associates daily access to the building
- Writing proposals and technical materials such as donor briefs, proposals and reports
- Helping to maintain database of donors and prospects namely updating mailing information of donors

Qualifications for office intern

- Intermediate to advanced understanding of Office 365/SharePoint Online
- Ability to think of creative use cases for apps
- Ability to find the best available app for provided business cases and support decisions with facts and examples
- Self-driven, willing to learn and teach others

